AUGUST 1955

The Office

Magazine of

MANAGEMENT • EQUIPMENT • METHODS

EASY ON THE EYES

(page 143)

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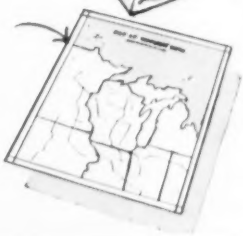

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Master Control System Eliminates Daily Cycle Breakdown, Saves $3500 Yearly

M. K. HEARNE
Controller, The Diamond Department Store, Charleston, W. Va.

LIKE MANY OTHER department stores, we used to have what might be called a "standard" method for processing daily charge slips by cycle. A machine was used to give a 19-cycle breakout, and the totals were posted every day to individual cycle controls.

The theoretical reason for establishing daily cycle controls is that when any particular cycle is ready to be billed, you will have a total to prove against. If the totals received from the cycle billing machine prove "on the nose" to pre-established cycle control totals, no further checking need be done.

In actual practice, however—and this is the rub in the standard system of individual cycle controls—the billing does *not* prove to the control totals. So the work has to be checked back anyway, until the error is found. Not infrequently, a post list has to be run before the cycle can be proved.

A second reason for maintaining individual cycle controls is to give "tighter control" over the charge slips. But in our experience, the over and short account for all cycles and for the month as a whole consistently amounted to no more than a few dollars. Yet we were paying $90 a month for rental of a cycle breakdown machine and $200 for an operator's time to run that machine. We asked ourselves frankly why we were going to all that trouble, and could find no valid answer. It was then that we decided to adopt the master control system for cycle billing.

Under the master control system, the daily total of charges to accounts receivable is posted to a single master control card. The charge slips are filed by customer, without making any attempt whatever to establish a cycle control. Thus the entire job of cycle breakdown is eliminated. I know this sounds like a rather shocking procedure when you first think about it, but let's see how it works out in actual practice.

Accounts are filed by 16 cycles in the conventional manner. Each of these cycles has a control for *balances only* which shows simply the sum of all the balances on accounts in that control as of the last billing date.

When a cycle is to be billed, the billing takes place in exactly the same way as usual. After billing, the department supervisor runs a post list of purchases, returns, payments and carrying charges, and proves her totals against those yielded by the cycle billing machine. If an error has been made, she finds it. The sum of all old balances picked up should be the same as that on the balance control for that cycle. The total of new balances becomes the new balance control. If an account is transferred from one cycle to another, the respective balance controls are adjusted accordingly.

It takes the supervisor about one day to prove out each cycle. This time was available to us anyway, because she used to spend just about as much time help-

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THE DIAMOND
CHARLESTON, W. VA.

BILLING PROOF SHEET

BILLING DATE 1/16/55 CYCLE No. 2 CONTROL No.

ITEM	BALANCES FORWARDED	CARRYING CHARGES	PURCHASES	RETURNS	PAYMENTS	NO. OF ITEMS	NEW BALANCES
	(FOLD AT A)						
GROSS BILLING MACHINE TOTALS	100.00		1.00	100.63	67.31		134.32
	(FOLD AT B)						
VOID BILLING MACHINE TOTALS (RECAP. & DEDUCT)							
NET TOTALS BILLED							
CONTROL TOTALS (CONTROL)							

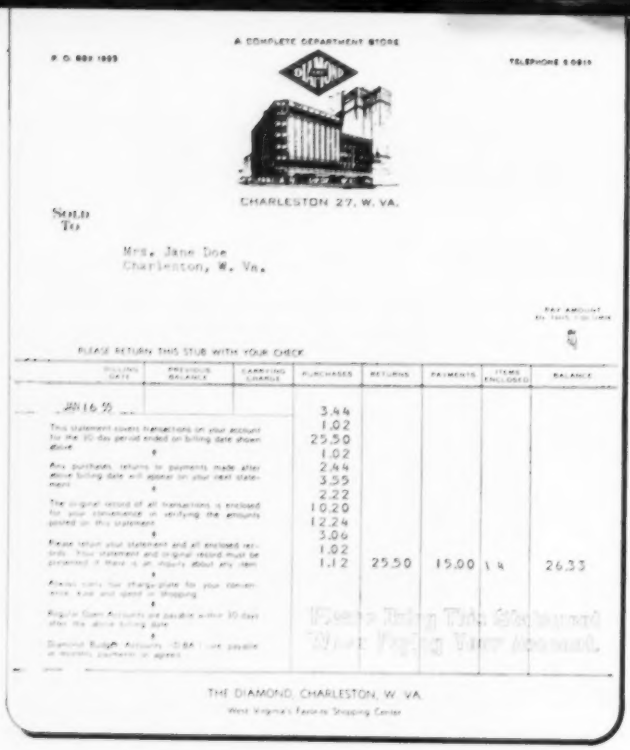
Totals are cleared to a billing proof sheet on which any and all corrections are made. Cycle controls are maintained for balances only.

ing to prove as she does now in post listing. Periodically, a trial balance of all accounts is taken and proved to the master cycle control.

Three National Class 31 machines handle our 42,000 accounts. Installment billing, which is kept under a separate control, is also done on one of these machines. There is an automatic item count of the quantity of media on each account, printed right on the face of the statement. This item count includes charges, credits and cash payment slips; it is very important to us, because when the girl is photographing slips and stuffing envelopes, she must get the same count as that shown on the statement.

One of the outstanding benefits that the master control affords is the ability to transfer media with complete and utmost flexibility and with no need of any record keeping. As an example, Mary Smith marries Bill Jones. Under a conventional plan, necessary paperwork and controls have to be changed to transfer her from one control to the other, including all related changes, etc. Record of accounts and other media have to be changed from one control to the other physically. Under the one control method you simply move the account card and media from one tray to the other, noting the amount of the outstanding balance on the tray control (plus or minus). Payments on account may be filed after billing date, which eliminates a lot of inquiries by customers as to credit of their payments made on or near the billing date.

One real objection comes to mind when considering adoption of the master control method. Because there are no pre-established individual cycle controls, a slip might be lost or removed from the files and this fact would not be known at the time the cycle was billed. So far as the loss of a slip is concerned, this is something that can happen under any system, but rarely



A COMPLETE DEPARTMENT STORE

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TELEPHONE 5 0811

CHARLESTON 27, W. VA.

SOLD TO

Mrs. Jane Doe
Charleston, W. Va.

PAY AMOUNT IN THIS COLUMN

PLEASE RETURN THIS STUB WITH YOUR CHECK

BILLING DATE	PREVIOUS BALANCE	CARRYING CHARGE	PURCHASES	RETURNS	PAYMENTS	ITEMS ENCLOSED	BALANCE
2B16 %			3.44				
			1.02				
			25.50				
			1.02				
			2.44				
			3.55				
			2.22				
			10.20				
			12.24				
			3.06				
			1.02				
			1.12	25.50	15.00	14	26.33

This statement covers transactions on your account for the 30 day period ended on billing date shown above.

Any purchases, returns or payments made after above billing date will appear on your next statement.

The original record of all transactions is enclosed for your convenience in verifying the amounts posted on this statement.

Please return your statement and all enclosed records. Your statement and original record must be presented if there is an inquiry about any item.

Always carry the charge-plate for your convenience, ease and speed in shopping.

Regular Open Accounts are payable within 10 days after the above billing date.

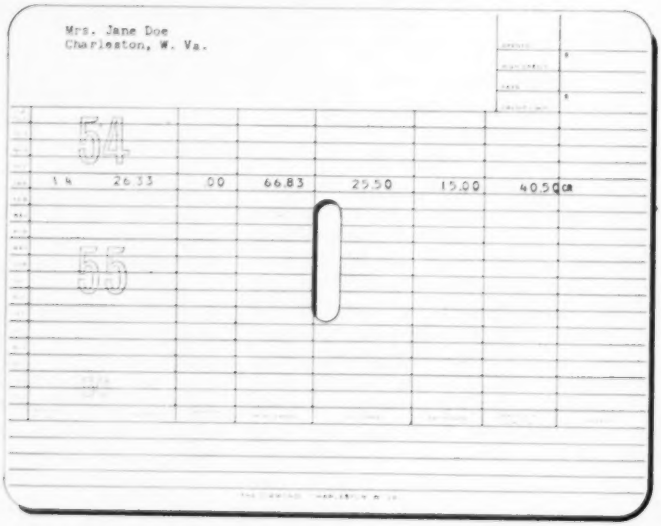
Diamond Budget Accounts (DBA) are payable in monthly payments as agreed.

Pass Along This Statement When Paying Your Account.

THE DIAMOND, CHARLESTON, W. VA.

West Virginia's Favorite Shopping Center

Machine automatically counts items (purchases, returns and payments) as statement is billed and prints the quantity of items enclosed just before the balance.



Mrs. Jane Doe
Charleston, W. Va.

54

14	26.33	00	66.83	25.50	15.00	40.50 CR

55

does. If the slip is really lost, it is not going to be found. If it has been filed under the wrong person's account, in the wrong cycle, that fact will come to light whether a standard or master control system is used.

What actually happens if one or more sales slips of a sizeable amount are missing and it is suspected that they have been removed deliberately? Using the

Slow, costly hand counting

(and "rubber-stamping")

replaced by an amazing machine!

COST figures from Tickometer users all over the country show that this electrically operated counting and imprinting machine is making almost unbelievable savings in time and money on many operations formerly done by hand. Let us send you some of these case studies. They may show you the way to big savings in *your* business.

The Tickometer counts all kinds of paper items—tickets, coupons, sales slips, labels, transfers, checks—eight to ten times faster than hand counting. It can count as many as 1,000 pieces *per minute*. And it's so accurate, hundreds of banks use it daily to count currency!

It can also be equipped to do many kinds of imprinting or "rubber-stamping"... to date-stamp, to cancel or void, to endorse, as it counts... to code and date product labels (especially important in the food, drug and allied industries).

Rented as well as sold, the Tickometer is serviced from 259 places, coast-to-coast. Ask the nearest Pitney-Bowes office for a demonstration. Or send the coupon for a free illustrated booklet and an interesting folder of case studies.

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Tickometer

Counting, Imprinting Machine

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☐ Send case studies

Name _____

Address _____

The Diamond in Charleston, W. Va., processes 42,000 accounts on three machines under their master control system of cycle billing.

standard system, this fact is known as soon as the cycle is billed; if they can not be found, the best that can be done is to "keep an eye on things." Under the master control system, the fact that one or more sales slips were missing would be known as soon as a trial balance were taken—every 30 day, 60 days, 90 days, etc. That is to say, the only difference between the standard and master control systems in regard to missing slips is the *time* element. You do know it somewhat sooner under a standard system, but in practice this would not be likely to help matters.

Our experience has been that the over and short account is still affected by perhaps a dollar or two each month, much the same as it was with standard cycle billing. The feeling here is that fears about "lost control" and deliberate removal of charge slips from the files are greatly exaggerated. Even granting that there is some increase in temptation to remove slips (which is true at least in theory), the question then becomes one of whether or not it is worthwhile to spend $3,500 a year to lessen that possibility. We hardly think so. Master control, in our view, is here to stay.

Work Simplification Saves Ryan Over $75,000 in a Year

"IT'S AMAZING how much we take our work for granted," says Robert F. Smith, supervisor of training and director of the work simplification program at Ryan Aeronautical Co., San Diego. "Work Simp classes are designed to get us all to thinking about how to do our jobs easier—in other words, to 'work smarter, not harder.' We're not interested in work speed up. That usually results in errors or an accident. But it's surprising how many jobs can be simplified and made easier or safer just by careful examination of each detail and the constant application of the question, '*Why* do I do this task in exactly this way?'"

"In the first 12 months that Work Simp was in operation at Ryan, proposals from conference committees resulted in a total saving of over $75,000, and this figure covers only the obvious, invariably conservative, estimate of actual dollars saved," said Mr. Smith.

Work Simp alumni report also that other intangibles of the course provide dividends long after they have graduated. For one thing the system provides

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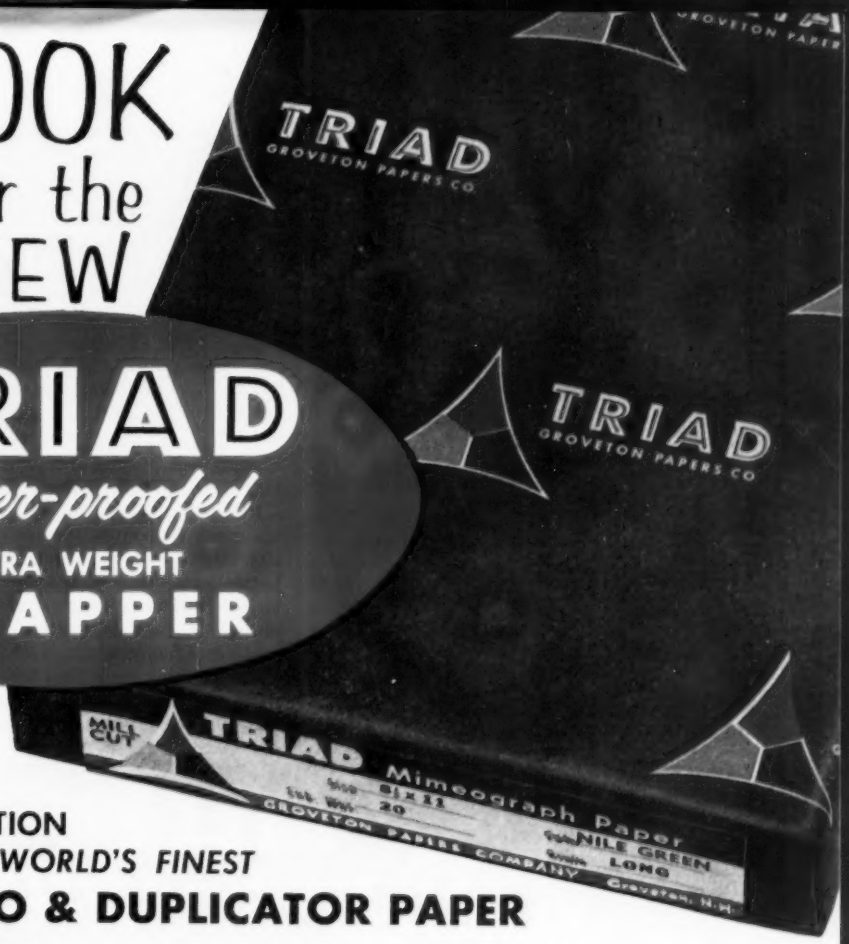
EXTRA WEIGHT

WRAPPER



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GROVETON, NEW HAMPSHIRE

Lee Kann, Ryan conference leader, pins blue ribbon on an outstanding flow process chart.

tools, in the form of process charts, flow diagrams and tested precepts, for giving substance to good ideas which might otherwise evaporate in the sun of procrastination. The class sessions, based on the conference technique, give valuable public speaking experience to employees who participate inasmuch as they must make committee reports to the group and are constantly encouraged to discuss freely their own ideas and those of their neighbors.

Let's follow the Work Simp committee that discovered how to eliminate ten unnecessary copies and ten envelopes. James Orr of outside production was the chairman of the group. Other members were Jack Delaney of engineering; Charles Webster, production engineering and Al Janeski of dispatching. These men, along with their 16 classmates from different departments, with different training and backgrounds, were assigned to committees and asked to select their own project, preferably a bottleneck—a job that took too much time, cost too much, or required too much chasing around to find materials, tools and supplies.

Mr. Orr's committee settled on an office task that was performed an average of 26 times a week. It was seemingly an

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Nor should you tolerate it as natural and unavoidable. It costs you money and it can be controlled.

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A QUIET, comfortable office will pay off in greater efficiency, fewer errors, healthier and happier personnel.

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Write today for details. Give machines, makes, models you use and measurements.

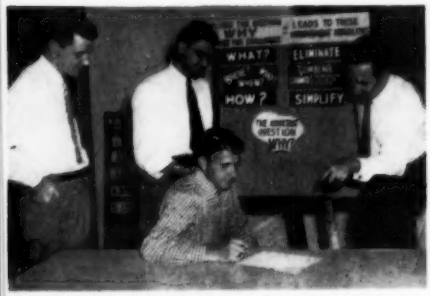
Gates ASSOCIATES

88 COMMERCIAL ST., ROCHESTER 14, N. Y.

Ryan industrial training specialist David McLees uses a traffic light loaned by San Diego Police Dept. to illustrate to class what he means by "green light mind."

essential operation involving the typing and distribution of a Closed Short-Shipping Form used to notify certain departments that for some reason a shipment consigned to Ryan would be closed out with a shortage. For years these forms had been made up as needed, ten copies at a time, and distributed by a purchasing department clerk. It was a simple, straightforward operation. It took time, but how else could you notify everyone not to expect a full shipment? Mr. Orr, Charlie Webster, Jack Delaney and Al Janeski took out their flow process charts and went to work.

They began with the typist taking ten copies of the form from a cabinet and went on from there as she inserted car-



Robert Smith (right), director of work simplification program at Ryan Aeronautical Co., explains flow process chart to San Diego city employees who joined his classes.

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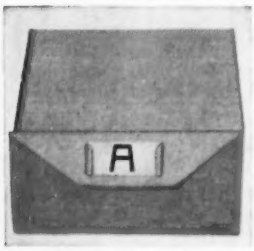
non, placed them in her typewriter, typed in necessary information, and so on through 11 operations, two transportations, one inspection, two delays of 20 minutes each and the storage. The committee carefully studied each detail. They asked for opinions from everyone concerned—the girl who handled the forms day after day and knew the job best, the department head, the people who received the forms at the other end of the line.

Then, maybe because they were outsiders with that objective viewpoint that distinguishes the forest from the trees, they came across a second form used regularly by all the same people, called the Purchase Order Notice. Why not eliminate the first form, treat shortages as a change and add the information to the list of items already being routed to interested departments?

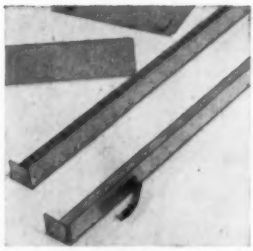
Simple? Of course. Good ideas usually are!

SELF-GUIDE for TAB CARD FILING

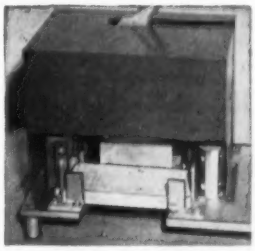
PATENTED



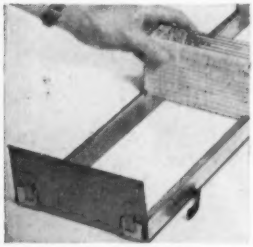
1. Without **SELF-GUIDE**, the average tabulating card tray looks like this.



2. **SELF-GUIDE** is comprised of but four simple, easily installed parts.



3. To notch cards for **SELF-GUIDE**, this corner cutter is used.



4. As the notched tab cards drop below the rails, the un-notched tab cards spring up.

5. All of the tab cards snugly fit the tray, with the guides evenly and easily visible.

6. Converted to **SELF-GUIDE**, this tab card tray has come alive!

Easily installed

SELF-GUIDE

speeds tab card reference! At-a-glance selection saves time and filing costs, and increases efficiency!

Send **NOW** for **FREE** details!

WASSELL ORGANIZATION, INC.
WESTPORT, CONNECTICUT

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ ZONE _____ STATE _____

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containing samples of these prize-winning commercial letterhead designs is yours for the asking. Write for it on your business letterhead.

*

At the Fifth Annual Lithographic Awards Competition, sponsored by Lithographers National Association, all winning entries in the Business Stationery classification were lithographed on a Gilbert Bond Paper.

Gilbert

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A Test for Honesty

AN HONESTY EVALUATOR is offered by John E. Reid & Associates, to appraise the trustworthiness of persons who apply for jobs where they will have an opportunity to steal. It is not intended for persons on the job, said John E. Reid, but only for new applicants. Mr. Reid, a lie-detector expert, states the honesty evaluator consists of 158 questions, 42 of them similar to those found on standard employment questionnaires. By examining the total answer pattern to the remaining 116 key questions, an interpreter can assess the reliability of the applicant.

Answers on the form will be evaluated by specially trained persons, and an applicant judged unreliable will have an opportunity to take a polygraph (lie-detector) examination if he requests it. This service, copyrighted as the Reid Report, is available through the firm's offices in Chicago and Pittsburgh; later in New York and San Francisco.

Few firms escape losses attributable to white collar crime. Employee dishonesty costs business more than $500 million annually according to the estimate of Continental Casualty Co. based upon losses given in figures from the F.B.I. and other police agencies. Unreported losses are described as "astronomical" by the Chicago Crime Commission.

The Reid written test is said to be more efficient than a polygraph examination, since it may be administered to any number of persons simultaneously. Filling out a form presents no cause for embarrassment and therefore resistance to taking the written test is rare. Because it reveals tendencies, the questionnaire is predictive in nature and not just a means of determining past behavior. The form includes an agreement to take a lie-detector test, if one

(*Continued on page 81*)

SAVE TIME AT YOUR DESK

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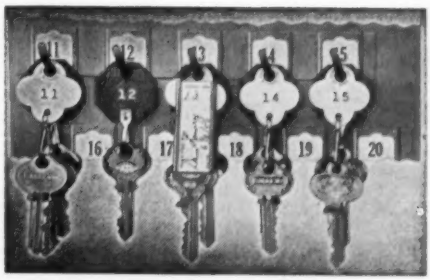
270 Lafayette St., Dept. TF-8, New York 12, N. Y.



More than just a key file . . .

Because behind each unit there's the incomparable TelKee "complete" key control system. It's the one system that keeps smooth working keys instantly available. And besides the convenience of this, productive time is saved and costly delay avoided. Remember, too, TelKee lets you use all your locks all the time. But for full details send for our FREE catalog No. O-22 today.

TELKEE

The **MOORE KEY CONTROL**® *Systems*
P. O. MOORE, INC. 300 FOURTH AVENUE, NEW YORK 10, N. Y.

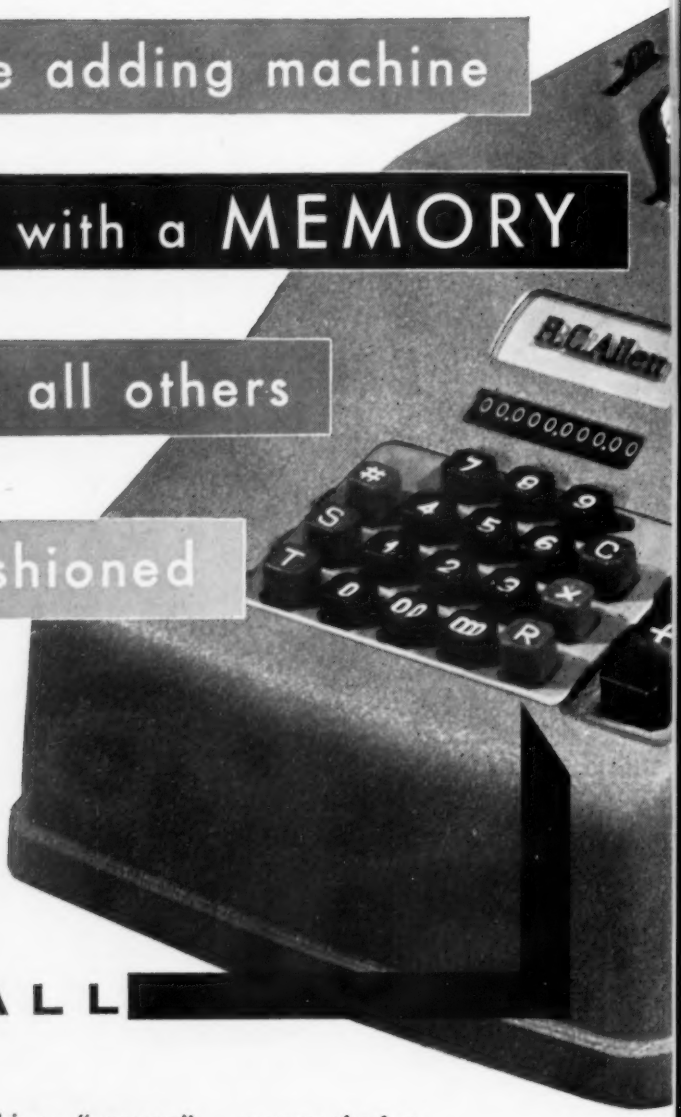
R.C.Allen

the adding machine

with a MEMORY

makes all others

old-fashioned



the
RECALL
key

...gives this machine a "memory"...restores the last amount printed, instantly! Depressing this key simultaneously with the proper motor control speedily and accurately repeats debit or credit items, corrects listed errors, reverses debit or credit totals, multiplies totals and restores totals printed in error, all without re-indexing!

No other adding machine has it. No feature since Credit Balance compares with the importance of the exclusive RECALL Key which gives this machine its "memory". This feature makes it possible for the standard control keys to accomplish more, with fewer motions and fewer opportunities for error than ever before.

Only a demonstration can do justice to its unlimited advantages for you . . . and its many efficiency features which include automatic step-over multiplication with positive back-space correction key, and single-double-triple cipher keys.

Call your R. C. Allen dealer today for a demonstration or write for the colorful brochure, "The Adding Machine With a Memory".

MANUFACTURERS OF FULL KEYBOARD ADDING MACHINES, A WIDE RANGE OF SPECIALIZED CASH REGISTERS, A POPULAR LINE OF DESK-MODEL BOOKKEEPING MACHINES, AND THE WORLD'S MOST ADVANCED TYPEWRITERS.

R.C.Allen Business Machines, Inc.

679 Front Ave., N.W., Grand Rapids 4, Michigan

Monthly reports a week earlier

A food processing company with a dozen branch plants uses twenty-nine monthly reports to keep track of its costs. Three girls spent seven days, typing from four to seventeen copies of the reports.

With forms printed on translucent paper, the figures are penciled in. Now one girl makes the required copies of all the reports in two days. Complete reports are usually ready by the fourth—a full week earlier!

In thousands of companies, Ozalid has displaced wasteful retyping, rewriting and proofreading; freed workers for more productive jobs; and saves time, cuts cost, speeds operation.

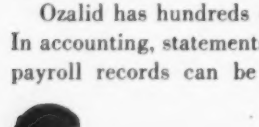
Ozalid has hundreds of applications. In accounting, statements, ledger sheets, payroll records can be Ozalid copied. On monthly and cumulative reports, new entries are added, and Ozalid copies made for distribution.

An Ozalid machine copies anything written, typed, printed or drawn on any translucent (lets light through) material. Reproduction is instant, without stencils, positives or photographic processing. You can make a letter size copy in less than a minute, for less than 2¢—much cheaper than photocopying.

Ask the nearest Ozalid distributor *(see phone book)* to show you how Ozalid can help in your business. Or write 171 Ozaway, Johnson City, N. Y.
In Canada, Hughes Owens Company, Ltd., Montreal.

OZALID—A Division of General Aniline & Film Corporation . . . *From Research to Reality*

OZALID



OZAMATIC *(left) is a table model, handles sheets as wide as 16", and can make up to 1000 prints an hour.*

"Nationals save us 65% a year on our investment."

—**HARRIS-SEYBOLD,** Cleveland, Ohio

"A recent study of our new National application has shown savings of about 65% annually, the equipment paying for itself in less than 18 months.

"Wherever Nationals are used they have established a record of savings. It's a credit to their accuracy and speed, as it is to simplicity of operation and ease with which operators can be trained. It is understandable why we are so pleased with National equipment."

Joseph W. Powell Jr.

Vice President — Finance
Harris-Seybold Company

In your business, too, National machines will pay for themselves with the money they save, then continue savings as annual profit. Your nearby National man will gladly show how much you can save.

JOBS HANDLED • General Accounting—*Notes Receivable - Accounts Receivable - Accounts Payable - Subsidiary Ledgers - General Ledger* • Cost Accounting—*Pre-payroll - Labor Distribution - Payroll Writing - Analyses*

THE NATIONAL CASH REGISTER COMPANY, DAYTON 9, OHIO

977 OFFICES IN 94 COUNTRIES

*TRADE MARK REG. U. S. PAT. OFF.

National*

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS

This is
KARD-VEYER

The ALL-NEW

Mechanized Card Record File

Kard-Veyer is the *new* electrically-powered card file unit that reduces finding, posting and filing time to seconds. Here's an all-in-one, fatigue-reducing, high output work station that can save profit dollars in time and space for you.

Kard-Veyer houses from 16,000 to 80,000 cards in sizes from 8″ x 5″ to 2¼″ x 3″, including standard punched-cards.

If your records-keeping operation includes a large, active card file, investigate Kard-Veyer *today*. Call the Remington Rand Office near you, or, write to Room 1810, 315 Fourth Avenue, New York 10, N. Y. Ask for LBV706.

Remington Rand INC.

SPACE FINDER!

A New Filing Concept Giving You A Unique Combination of Advantages:

The proven space-saving, speed and economy of open-shelf filing.
Record protection from dust, dirt and fire equal to that of drawer files.
Pull-out work shelves for file maintenance and notations.

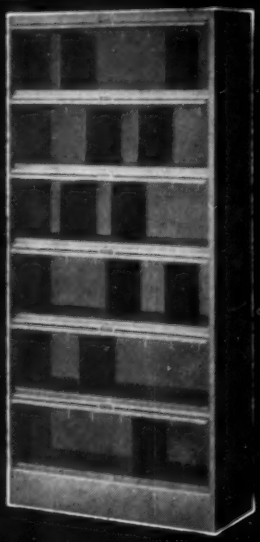


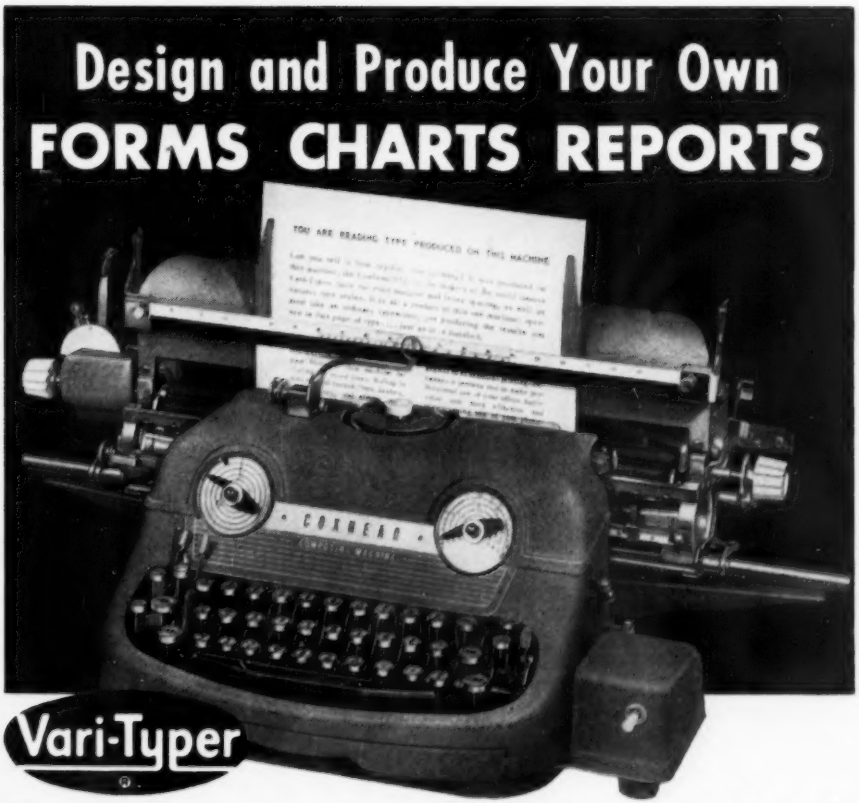
Photo at upper left shows Space Finder No. 1200 with doors closed. Center left photo shows girl using door as posting shelf. Space Finder at right has all doors open for active filing use. (Available with or without doors.)

For full details about Space Finder File and our other new equipment for the office, write for Catalog No. 6 as well as the name of your local representative.

PUNCHED CARD USERS:
Our complete line of tabulating accessory equipment is described in catalog No. 5. Write for your copy today.

TAB PRODUCTS CO.—57 Post St., San Francisco 4

Design and Produce Your Own
FORMS CHARTS REPORTS



Vari-Typer

Rules Lines and 'Sets' Type in a Single Operation.....for any duplicating process

The push of a button will automatically rule up a form of any kind—with single or double lines and dot or dash leaders. Type matter, too, in various styles and sizes can be composed with your rulings, too. You can prepare your forms directly on a litho-plate or stencil—or plain paper for photo-offset paste-up. You can prepare elaborate charts and reports with bold-face types, italics, etc. Combinations of rules and types are limitless.

MAIL TODAY FOR COMPLETE DETAILS

RALPH C. COXHEAD CORPORATION
720 Frelinghuysen Ave., Newark 5, N.J.

Please send VARI-TYPER Book C39

NAME.....

COMPANY.....

ADDRESS.....

CITY.....ZONE..STATE.....

You can see feel

why so many have welcomed the new Natural Way Adding Machine by Friden

Just put your hand here

—to feel how every finger (of either hand) falls into natural, easy working position... how the over-size, plainly labeled control keys give direct "live" response...how Totals and Sub-totals are obtained instantly by depressing bars, with no space strokes required. This is the *first* adding machine to fit the human hand—the first new keyboard granted a patent in years!

...then watch what happens here

Actual items you enter on keyboard appear in this Check Window *before* they are printed or added. For the first time on an American 10-key machine you *see* what you're adding. Note, too, how Clear Signal prints automatically on tape with the first item following a total . . . also how True Credit Balance prints without extra motor operations or pre-setting!

From Friden—maker of the fully automatic Calculator, *The Thinking Machine of American Business*—you expect a remarkable adding machine. We promise you will not be disappointed. Ask your nearby Friden Man to show you the Friden Natural Way Adding Machine *...it's completely new!* Friden sales, instruction and service throughout U.S. and the world. FRIDEN CALCULATING MACHINE CO., INC., San Leandro, California.

PRODUCTS OF Friden

THE NATURAL WAY ADDING MACHINE
THE AUTOMATIC CALCULATOR
THE COMPUTYPER • THE ADD-PUNCH MACHINE

VERSATILE XEROGRAPHY

SPEEDS PAPERWORK **Copies anything written, printed, typed or drawn onto paper masters IN 3 MINUTES!**

There is no limit to the versatility of the dry, electrostatic xerography process in paperwork duplicating applications. It is now possible, with xerography, to produce up to eight copies *from one xerographic exposure,* including an offset paper master or translucent master for multiple copies.

And, in addition to speeding paperwork and cutting duplicating costs, xerography eliminates re-typing, proofreading and errors.

•***Write*** for "proof of performance" folders showing how xerography is saving time and thousands of dollars for companies of all kinds, large and small.

THE HALOID COMPANY
55-20X HALOID STREET, ROCHESTER 3, NEW YORK
BRANCH OFFICES IN PRINCIPAL U.S. CITIES AND TORONTO

PRODUCTS FOR XEROGRAPHY · THE HALOID CO. · ROCHESTER, N.Y.
XEROX ®

XEROGRAPHY

(ZE-ROG-RA-FEE)

The fastest, cheapest, most versatile way to make masters for duplicating

"...and please take good care of my new Clary!"

One thing she's already discovered about her new Clary – it'll certainly be nice to come back to after vacation!

Clary

With her modern Clary, every trace of adding-machine strain and pressure disappears. Here instead is new speed and simplicity she's never known before. Instant response to her slightest touch. Easy new multiplication and division. And new kind of powerized keys that respond instantly to her flying fingers. Her morale hits a new high, and so does her volume of work.

Look in the yellow pages for your nearest Clary dealer or Factory Branch Office!

CREATOR OF MODERN ADDING MACHINES AND CASH REGISTERS FOR AMERICA AND THE WORLD

PHOTOCOPIES...

even under fluorescent lights?

CERTAINLY—without hoods,
visors or light shields!
with the new

Photorapid

"COMPAK"

At last, a one-piece photocopy machine that *doesn't* need subdued lighting or cumbersome light shields! Under bright fluorescent lights, any girl in your office can copy anything—in seconds—even pages in bound books. These sharp black-on-white copies stay flat and have a dull finish that permits pen or pencil notations. The COMPAK is available in two sizes, 8½" x 14" and 14" x 17".

Copy-Craft **Dept. 08, 105 Chambers St., New York 7, N. Y.**

check

☐ I'd like a free demonstration to see Photorapid's operation under the lighting conditions in my office.

☐ Send me your brochure and full details about Photorapid.

NAME_____

COMPANY_____

STREET_____

CITY_____ STATE_____

INVINCIBLE

Files

step up office efficiency

Efficient filing is a must in today's business world. That's why more and more concerns look to Invincible — for the files with the "business-engineered" features. Ball-bearing guide rollers, finger-touch compressors, handles with built-in drawer latch are just a few features that cut filing clerk fatigue. What's more, smart, distinctive styling adds new beauty to any offices. See the feature packed Invincible line today.

Tabulating Card File

Card Index Files

5, 4, 3, and 2 Drawer Letter and Legal Files

Set the pace for better business living

INVINCIBLE

METAL FURNITURE COMPANY

MANITOWOC, WISCONSIN

In Canada:

A. R. Davey Company Limited, Factory Representative
175 Bedford Road, Toronto 5, Canada

STORMS

KEEPS PACE with the..

ELECTRIC TYPEWRITER

. . . with the finest **TYPEWRITER CARBONS** . . . in many grades and finishes . . . made of high quality, silky-soft paper . . . and coated with first grade, specially-formulated inks, to insure sharp, clean, easily read copies.

. . . also First Quality **RIBBONS** . . . made to withstand the heavy pressures of the electric machines . . . and which give sharp, clean impressions.

Keep up-to-date with your customer's requirements for Carbons and Ribbons for electric machines. Write for complete information.

STORMS SERVICE BUREAU

The Storms Service Bureau is ready to help you with special applications of carbon paper, inked ribbons and carbon rolls. You are invited to consult with Storms any time you get such requests from your customers. No obligation, of course.

Ready for you NOW — the new 1955 Storms Catalog . . . 32 pages of quick reference to hundreds of items. Write for your copy TODAY!

H. M. STORMS CO.

STORMS BUILDING BROOKLYN 38, N. Y.

H. M. STORMS COMPANY O-8
Storms Building, Brooklyn 38, N. Y.

Gentlemen: We would like to know more about Carbons and Ribbons for electric machines.

☐ Please send us complete information.
☐ Please send us a copy of your 1955 Catalog.

Name.....

Company Name.....

Address.....

City.....Zone....State.....

How Much are You Paying
FOR PRINTED OFFICE FORMS?

Record forms are vital to any business, but why pay the high cost of having them printed?

Just listen to this—every single one of the many forms necessary in the manufacture and sale of our Tempo Duplicators and supplies, is reproduced *right here in our office.* And, at just a fraction of the cost of printing—even in our own print shop!

You can do the same. If you use any office forms, whether in large or small quantities, it will pay you to investigate Tempo's Complete Office Printing Program.

Just pin the coupon to your letterhead and drop it in the mail. Why not do it now—before you turn the page?

REPRODUCE THEM RIGHT IN YOUR OWN OFFICE

Purchase Orders
Letterheads
Bid Requests
Production Schedules
Shipping Schedules
Time Cards
Shop Orders
and many others

The economical answer to your Printing Costs!

TEMPO ®

TEMPO "IMPERIAL" STENCIL DUPLICATOR

GEHA "REGENT" DUPLICATOR

TO: MILO HARDING COMPANY
502 S. Monterey Pass Rd.,
Monterey Park, Calif.

Please send complete information on how we can reduce our printing costs with Tempo's Office Printing Program.

COMPANY _____

ADDRESS _____

CITY _____ ZONE ____ STATE _____

Established 1904

LIKE A PRINTING PRESS IN YOUR OFFICE

The office of the Brotherhood Relief & Compensation Fund, Harrisburg, Pa., has installed 19 Royal Electric Typewriters. E. R. Greene, left, and H. R. Smith, Royal salesman, are shown in Mr. Greene's office with some of the machines.

Camera!

New York's Waldorf-Astoria Hotel uses a Peerless Dri-Stat photocopier to make copies of guests' signed checks for various services. Copies are used, whenever necessary, to support charges on customers' statements. Restaurant and bar checks, which represent the bulk of the copying, are copied two up on an 8½" x 11" sheet. In addition to the accounting department, other Waldorf departments use their Dri-Stat, product of Peerless Photo Products, Inc., Shoreham, L. I., N. Y. Photo at right shows Carol Sheingold copying two restaurant checks.

General office in New York's Convention and Visitors Bureau. Private offices at left have E. J. Boyle partitions with steel panels lacquered in pale blue and white, and walnut doors with flush transoms. Other offices have clear glass partitions. Desks are by Security Steel Equipment Corp. A different view of this area appears below.

The 58-ft. corridor which divides the area. Width of corridor varies from 5 to 6 ft. because partitions at left are angled to break the long straight line.

A New York Office Beneath a Street

The new offices of the New York Convention and Visitors Bureau are in a 148-by-40-ft. building under an elevated street facing Grand Central Station. To offset its drab and noisy condition, Michael Saphier Associates used a luminous ceiling, sound conditioning and the city's colors: blue, white and orange. There are two executive offices with an adjacent office for two secretaries; a conference room seating ten; reception hall seating six; general office for 16; eight private offices accommodating two each; one private office for four, and a ladies' lounge.

Office of Royal W. Ryan, executive vice president, New York Convention and Visitors Bureau, showing yellow draperies drawn over the clear glass partitions. Secretarial office adjoins.

Conference room has spotlighted cork wall at right for displays. Walnut furniture has burnt orange tweed upholstery. Carpet is gold.

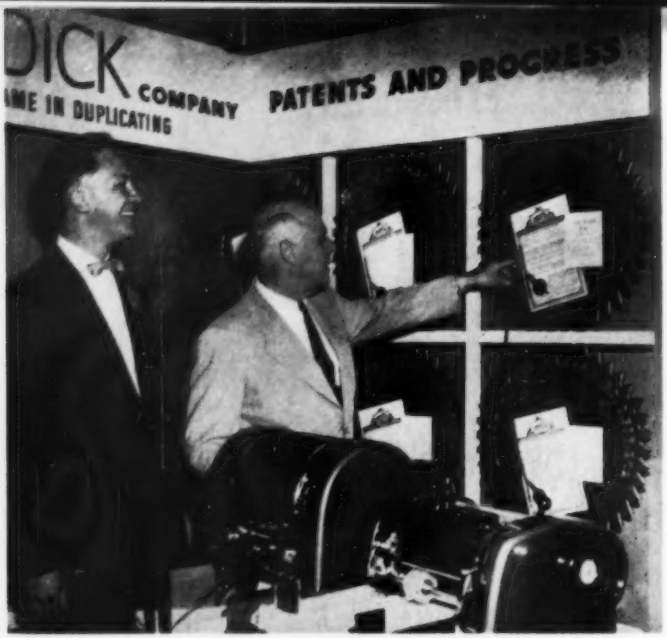
Private office for four employees is furnished the same as the general office except for gold carpeting.

The 8-story, white marble and glass office building of the Bonneville Power Administration and other agencies of the U. S. Department of the Interior at Portland, Ore. This is the first finished unit of the 40-acre Lloyd Center development which will contain another office building, a medical-dental building and 130 retail stores. The above building, 360 by 50 ft., was designed by John Graham & Co. and constructed by Ralph & Horwitz of welded steel. Wing at left contains a 500-seat auditorium and employee cafeteria seating 300. Roof antenna is for microwave communication system. Building will also have offices of the General Services Administration, Internal Revenue Service and Selective Service.

Dept. of Interior Oregon Offices

Entrance lobby has four Westinghouse Selectomatic elevators for passengers. There is also a freight elevator and a dumbwaiter. Floor is terrazzo.

Floors in the Dept. of the Interior Building in Portland, Ore., are laid out on a 4-ft. module. All of the partitions in the building can be easily moved when departments must be expanded or contracted. Insulated partitions are used in the tabulating room (below) which has removable acoustical gypsum panels on the ceiling. The reproduction and duplicating department of the Bonneville Power Administration occupies a large portion of the building's 199 by 454 ft. basement.



Secretary of Commerce Sinclair Weeks (right) and Allan I. Roshkind, vice president - research and engineering, A. B. Dick Co., examine some patents which have contributed to progress in the duplicating field. This and the photos below are from a patents exhibit in the Department of Commerce Building, Washington, D. C.

Robert C. Watson (left), Commissioner of Patents, watches as Secretary Weeks tries a Friden Adding Machine held by Lawrence B. Taylor, vice president, Friden Calculating Machine Co. Mr. Taylor patented keyboard design to accommodate natural position of hand.

Secretary Weeks using the first pay telephone invented by William Gray in 1885. Gray Pay Telephone Co. has grown into Gray Mfg. Co., manufacturer of dictation, television and communications equipment. Gray's Col. William F. Heimlich is at left.

This is a High-Production Desk

Find a well-organized desk, and chances are that it's also highly productive. Morris *Matched* desk top equipment makes desk organization easy, efficient... *and attractive*. Its construction assures years of service... its design adds prestige to the entire office.

Best feature, though, is the surprisingly low price. A complete Morris *Matched* Set... memo pad, ash tray, expandable letter tray, pen set,* even book ends... costs less than you might pay for just one fountain pen set.

Whether you're buying for one desk or a complete installation, it pays to look first at the Morris line. You will find Morris *Matched* Sets at leading stationers everywhere... ask for them by name. They will soon pay for themselves in stepped-up office output.

The leader in matched desk-top equipment

*Star of the Morris line is the miracle SAFE-T-SET. Tilt this amazing unit... tip it... even turn it over. *Can't* spill! Yet your pen, equipped with hard-tip points to match *your* handwriting, is always ready. You get months of perfect writing with each filling. In all popular colors at your stationer.

BERT M. MORRIS CO.

8651 WEST THIRD STREET, LOS ANGELES 48, CALIFORNIA

In New York: 381 Fourth Avenue • In Canada: McFarlane Son & Hodgson, Ltd., Montreal, Quebec

COLE'S ALUMINUM "POSTURE" CHAIRS

No. 2550

Scientifically designed for the utmost in comfort. Corrects improper posture, eliminates office fatigue. The last word in impressive beauty. Foam rubber upholstered in Du Pont's famous "Fabrilite."

10 EXCITING COLORS

Granite Gray, Oak Leaf Green, Sapphire Blue, Wine, Brown, Saddle Tan, Terra Cotta, Coral, Russet, Apple Green.

The "EXECUTIVE" Arm Chair No. 2550

Truly impressive. Brushed aluminum, satin smooth frame and base. Tilt seat with adjustable tension and adjustable height. Swivel ball bearing casters. Seat size, 19½" x 17½" x 2⅝". **$79.50**

No. 2610
$54.95

The "SALESMAN'S" Chair No. 2610

Rugged, lifetime construction. All aluminum frame. Flex spring cotton padded seat, 19" wide, 17" deep.

No. 2810

The "SECRETARY" No. 2810

A spring back, comfortable chair, aluminum frame. Thick foam rubber cushion. Adjustable seat height. One piece drawn base, smooth rolling casters. **$39.95**

No. 2600

The "SIDE" Chair
No. 2600

Cool and comfortable. All aluminum frame. Flex spring cotton padded seat, 16½" wide, 15½" deep. **$39.95**

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

All cabinets 16" deep

COLE'S DELUXE LINE OF STEEL CARD CABINETS

ONE DRAWER UNITS
(1600 Card Capacity)

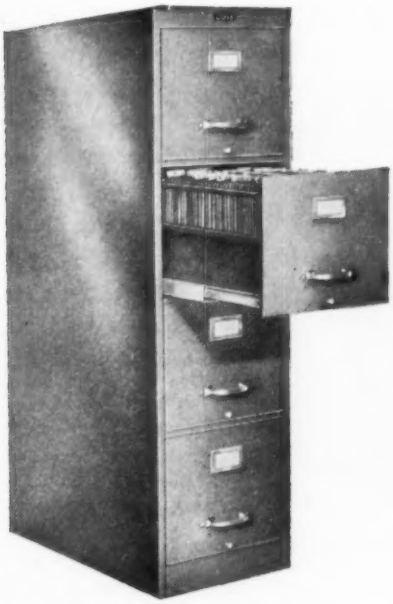
No.	Card Size	Width	Height	Price
C335	3x5	6⅝"	5⅛"	$3.60
C346	4x6	7⅝"	6⅛"	4.20
C358	5x8	9⅝"	7⅛"	5.40
C369	6x9	10⅝"	8⅛"	8.40

TWO DRAWER UNITS
(3200 Card Capacity)

No.	Card Size	Width	Height	Price
C3352	3x5	12¾"	5⅛"	$6.30
C3462	4x6	14¾"	6⅛"	7.20
C3582	5x8	18¾"	7⅛"	9.60
C3692	6x9	20¾"	8⅛"	12.00

THREE DRAWER UNITS
(4800 Card Capacity)

No.	Card Size	Width	Height	Price
C3353	3x5	18¾"	5⅛"	$12.00
C3463	4x6	21¾"	6⅛"	15.00
C3583	5x8	27¾"	7⅛"	18.00
C3693	6x9	30½"	8⅛"	25.00



COLE'S FAMOUS "AIR-FLO" FILES No. 1004 **$81.90**

For those who can afford the best!

An achievement in engineering skill and design. Heavy gauge steel. Consists of four letter size, ball-bearing suspension file drawers that glide smoothly at the mere touch of the fingertips. In olive green, Cole gray, walnut or mahogany finish.

	No.	Wide	High	Deep	Price
Letter Size .	1004	14¾"	52¼"	28⅝"	$81.90
Legal Size .	8004	17¾"	52¼"	28⅝"	$93.75

The "MODERN" File No. 990 **$72.50**

A heavy gauge steel filing cabinet, storage cabinet and a concealed secret vault all in one. Contains four ball-bearing letter files plus three adjustable storage compartments under lock and key. Only YOU know the combination of the secret vault. Will pay for itself by preventing petty pilferage. 30½" wide, 51½" high, 17" deep. Olive green or Cole gray finish.

No. 1090—Same as above with legal size drawers instead of letter size drawers. 33½" wide, 51½" high, 17" deep. **$82.50.**

SEND FOR COLE'S LATEST CATALOG.

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

"ACCO-bound Papers are SAFE Papers"

The ACCO Unit System of Filing

—brings all related papers together at the filing desk. Subsequent file matter during the year is perforated with the standard office punch of 2¾" centers, is filed with the established file unit for "customer" or "subject" and stays in file indefinitely, a secure ACCO-bound unit.

When reference is required the bound unit is drawn from file with assurance that all related papers are together, in proper sequence, and protected from loss or misplacement in the reference and handling that may follow before the file is returned to its drawer or cabinet.

Basic Accessories to ACCO Unit Binding:

ACCO FASTENERS
No. 12 – 1" cap. ACCO
No. 22 – 2" cap. ACCO
No. 324 – 3½" cap. ACCO
(27 other styles and sizes)

ACCO Punch
No. 10 – 2¾" centers (¼")

ACCOBIND Folders
of fine Pressboard to fit all systems.

ACCOPRESS Binders
of fine Pressboard for all loose leaf forms. For exceptional economy.

Sold by all Commercial Stationers

ACCO PRODUCTS Incorporated, OGDENSBURG, N. Y.

In Canada: ACCO CANADIAN CO. LIMITED, Toronto

they'll try...compare...and buy

the *beautiful* NEW REGNA ADDING MACHINE

and here's why:

- models with or without direct subtraction available
- revolutionary years-ahead styling
- Swedish steel assembly . . . Swiss precision counters
- fully automatic safety keyboard
- ciphers printed automatically
- signals for subtract, multiply, sub-total and total printed
- correction key clears entire keyboard
- lifetime handle construction
- scientifically designed moulded keys
- trouble-free performance . . . minimum maintenance

Sensational! That's the only word to describe the all-new REGNA Adding Machine! Streamlined as the newest cars . . . so low in cost it's a dream-come-true for small business owners. Lets many firms cut expenses and increase production by supplying a machine to every department, to every desk where adding is done. It took REGNA engineers years to develop an adding machine of such supreme quality at such a remarkably low price. It will take your customers only minutes to realize that the new REGNA is their "best adding machine buy"!

IN CANADA: Regna Cash Registers of Canada Ltd., 704 Notre Dame St. W., Montreal, Que., and Business Equipment Machines, 489-8 King St. W., Toronto, Ont.

OUTSIDE CONTINENTAL U.S.: Jorgen S. Lion, Box 207, Bergen, Norway.

REGNA

REGNA CASH REGISTERS, INC.
175 Fifth Avenue
New York 10, N. Y.

Gentlemen:
Please send more information on the new Regna Adding Machine and outline advantages of becoming a Regna Dealer.

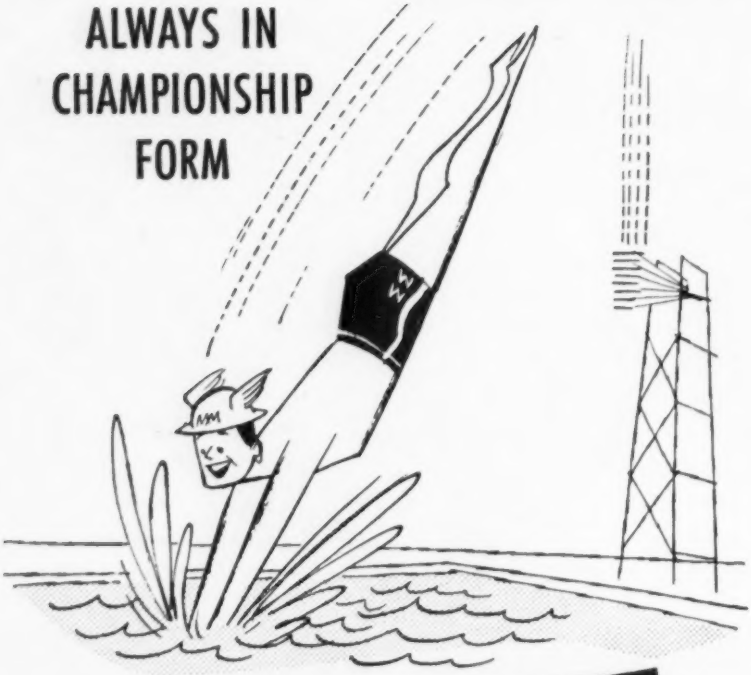
Name_____

Address_____

City_____ Zone____ State____

MERCURY PRODUCTS

ALWAYS IN CHAMPIONSHIP FORM



MERCURY-LITH ROLLERS AND BLANKETS
for Multilith printing machines

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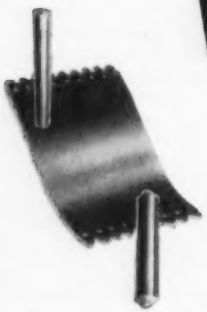

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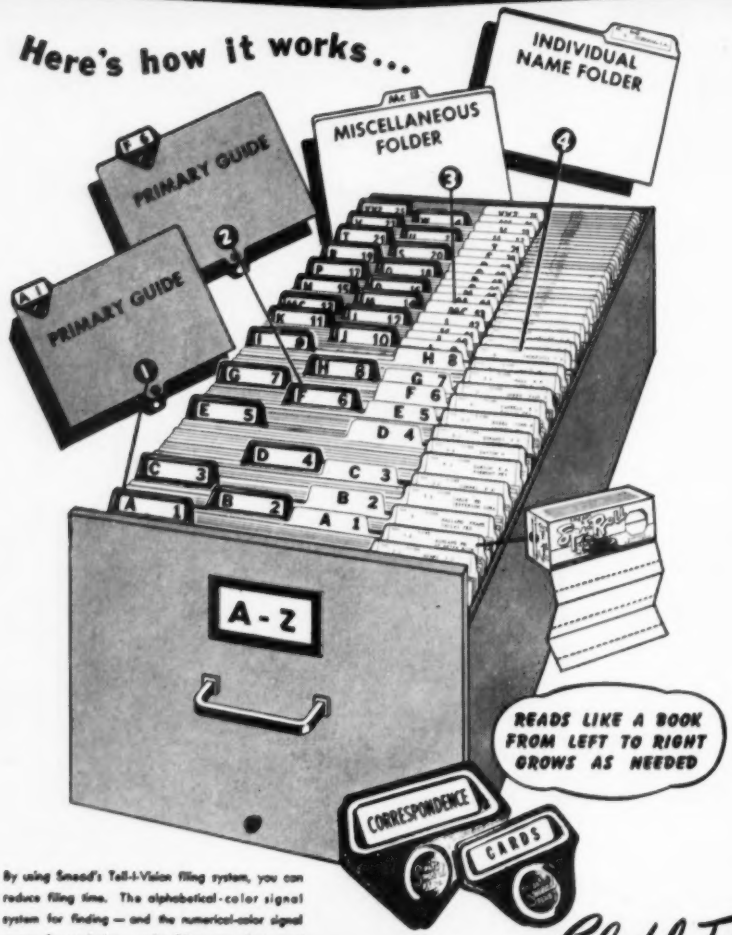

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HOW TO SORT PAPERS

L. E. GRIFFITH

Hospital Care Association, Inc., Durham, N. C.

THE FUTURE office may well be a paperless office but, until that time arrives, it is difficult to think of the word *office* without conjuring up a mental picture of papers of all sizes and shapes in various stages of order and disorder. At present it is difficult to visualize any office in which the problems of paper sorting and paper arranging do not arise in one or more of their many forms. Admittedly in a very small office unit, the paper volume involved may not seem to present many sorting problems. Nevertheless, they are unmistakeably there.

It is not usual, among office workers, to differentiate between paper sorting and paper arranging. They are, more often than not, treated as one and the same thing. To be precise, however, sorting implies the breaking down of the original data into groups having the same or similar characteristics; making groups of things of a kind or a class. For example, an alphabetical name breakdown in which we group all the A's together; all the B's and so on, is properly called a sorting operation. When we take the main groups thus formed, and arrange within each group, each piece of paper in what we call strict alphabetical order, we are arranging the papers. For here each piece of paper, provided that the names differ, is an entity in itself and holds one particular place in the arrangement. We will consider sorting and arranging operations as being of a different though related nature.

Types of Sorting Equipment

Basically there are five ways in which paper sorting and arranging problems may be tackled insofar as equipment is concerned. There are a wide number of variations to meet and fit the special requirements of the problems they were designed to solve. The five main types of equipment are:

1. TABLES include all flat surfaces, such as desk tops, which are suitable for sorting purposes. Tables are commonly used for many different kinds of sorting and arranging operations.

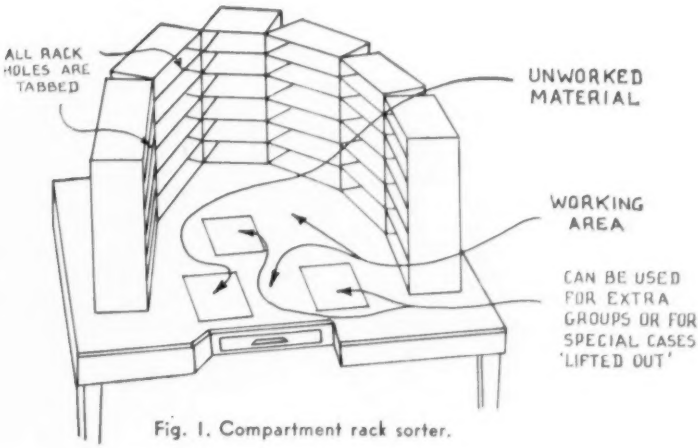


Fig. 1. Compartment rack sorter.

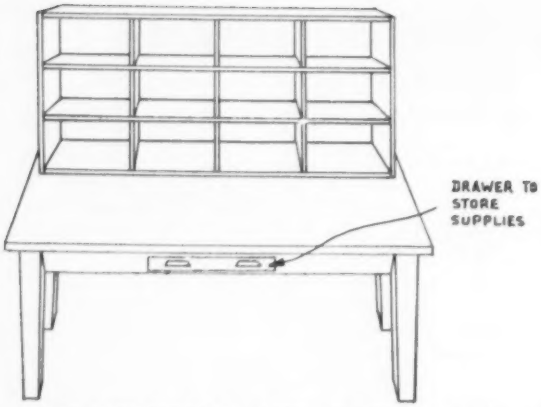


Fig. 2. Sorting table with pigeonholes.

2. PIGEONHOLES AND RACKS include all forms of compartmented equipment, sometimes combined with a flat surface. Examples of this category are shown in Figs. 1, 2, 3 and 4. Pigeonhole and rack systems are commonly used for mail sorting. Rack systems are also used for sorting folders.

3. TRAYS include vertical and horizontal tray equipment, fixed or mobile. Frequently used in sorting correspondence, checks, orders, etc. Examples of tray equipment are shown in Figs. 5 and 6.

4. LEAF SORTERS range from the indexed book type to those mounted on specially designed steel tables. In general they are highly efficient and can be used for practically all types of sorting and arranging operations. Examples are shown in Figs. 7 and 8.

5. MECHANICAL and ELECTRICAL EQUIPMENT generally are dependent upon the special nature of the material to be sorted. This category includes all equipment manufactured and used for sorting purposes with edge-punched cards, slotted cards and machine punched cards. Examples of some special cards and equipment are shown in Figs. 9, 11 and 12.

Flat Surface Sorting

The table or desk top is frequently used in the small office unit to sort or

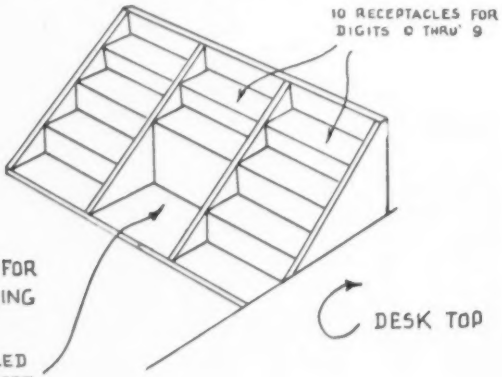


Fig. 3.

SORTING RACK FOR CHECK ARRANGING

CHECKS ARE PILED HERE BEFORE SORT STARTS.

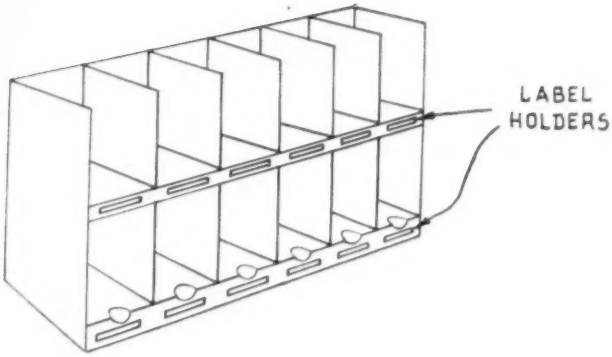


Fig. 4. Steel sorting rack.

arrange papers. In small office units this work usually forms only a portion of one worker's daily duties. The other duties may have to be performed at the same desk or table and it is particularly important that the clerk be trained to reorganize the work area for the sorting or arranging activity when it arises. If sorting is attempted in a work area not properly organized for it, difficulty, wasted motions and confusion will arise. As a general rule for sorting on a table or desk top, the whole of the top should be cleared, leaving room only for any special supplies required and for the sorting activity.

If the whole working area is clear, it is usually unwise to attempt to sort out more than six to ten groups at a time, when one is dealing with upwards to say 200 sheets. For example, in an alphabetical table sort of some 200 sheets of paper, it would be far more satisfactory to break the first sort down into the four main groups A-F, G-L, M-R, and S-Z, than to attempt to sort on each letter of the alphabet. For satisfactory table sorting and arranging, it is usually necessary to approach the task by stages. Although each sheet of paper may have to be handled several times before the operation is complete, it will be found speedier, more accurate and less fatiguing.

Fixed positions should be assigned to each stack, whether for numerical or alphabetical sorting. These positions should be memorized by the clerk. All subsequent sorting operations then follow the same basic pattern irrespective as to when they are performed. A suggested layout for numerical table sorting, provided that the documents are not too large, is given below:

	3's	6's	9's
	2's	5's	8's
0's	1's	4's	7's

While all forms of sorting and arranging activity may be performed on a desk or table top, the essence of successful work is system and order.

Pigeonholes and Racks

Practically all offices, except very small units, use some form of pigeonhole or rack system in their mail opening and sorting operations (either incoming or outgoing mail). Usually the compartment arrangement is combined with a flat working area. In large offices several persons may be occupied on a full time basis sorting unopened mail. Where this is the case, it is well worth buying or constructing special equipment for particular needs.

In small organizations, one member of the staff usually sorts, opens and distributes incoming mail. It is seldom necessary in such offices to provide spe-

Fig. 5.

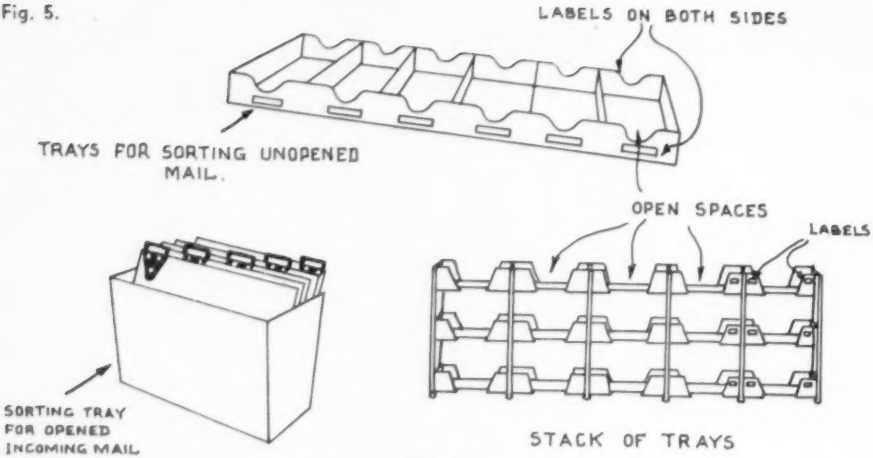


Fig. 6.

cial sorting equipment and the work can be handled on a desk top. In larger concerns, however, it is customary to make a preliminary sort of the mail in its unopened state. Personal mail and first class company mail are separated from the remainder. First class mail is then opened, sorted by individuals, divisions or departments and delivered with the personal mail to the appropriate persons. The less important mail is then handled.

In all mail sorting operations where either a pigeonhole or rack system is used, it is important that all compartments are properly and clearly identified. As clerks become accustomed to the work they sense automatically the correct divisions for each piece of mail and there is a tendency to allow the markers to become dirty or displaced. As a result, when an employee is replaced by a new worker, the new worker is hampered by not knowing, without asking, the correct place for a piece of mail. It is also important that the pigeonhole or rack element be fixed and not movable. Frequently mail opening, either by machine or by hand, is done at the mail sorting desk. Proper provision should be made for the accommodation of supplies.

Trays

There are many forms of tray equipment used for sorting purposes. Trays may be assembled either vertically in tiers or horizontally in series, or a combination of the two. This type of equipment is commonly used when the sorting problem consists of breaking up a large number of papers into relatively few groups. For example, if the problem is the division of some 2000 papers into six to twelve caterogies, then tray sorting would be adequate. When the number of groups is large, the area required for the number of trays likely to be involved becomes too extensive (unless they can be assembled in tiers and even here there are strict limitations). In these circumstances, many of the trays would lie outside the normal working area, resulting in undue reaching and stretching on the part of the worker.

As with all forms of sorting equipment, proper labelling of trays is important. It is also important that each tray holds a fixed position in the layout and does not vary from sort to sort. Trays should be either capped with rubber feet or, if made of wood, with felt. Wide spaces on all sides (as shown in Fig. 5) make the removal of papers convenient

and easy. A concave surface at the bottom of the tray permits easier lifting of small pieces of paper. This is also done, in the case of metal trays, by embossing the bottom.

Leaf Sorters

There are many different styles and sizes of leaf sorters, ranging from the small desk attachment (Fig. 8) to specially designed steel tables for leaf sorting equipment (Fig. 10). While they are usually arranged in units to fit each job, the principles of operation in each case are basically the same. A leaf sorting unit consists of a series of labelled dividers, each of which is hinged to a mounting or container. In a sorting operation, the appropriate divider is pulled forward, forming a V-shape between itself and the next divider, the sorted document is placed between the two dividers and the clerk proceeds to do likewise with the next document to be sorted. Made in various capacities of from 25 to 500 dividers, several may be used in tandem or team formation.

Dividers are made in several heights, from 4″ to 14″, for sorting all sizes of cards or papers. Tab apertures on the exposed upper edges may be labelled on both sides. Frequently they are labelled by alphabetical divisions on one side and by numerical divisions on the other. This enables the equipment to be used to greater advantage. As a general rule, individual dividers may be removed by various kinds of spring clip arrangements, making it possible to modify the sorter to meet varying needs. Usually the dividers are designed with all-clear holes so that small pieces of paper are not left in the sorter (Fig. 7). Dividers or leaves are frequently mounted in such a way that each sorting division expands on contracts according to the number of papers it is holding at any given stage of the operation.

The leaf sorter is used for practically every type of sorting and arranging operation with the possible exception of sorting unopened mail. Any volume of papers or cards can be handled quickly and conveniently. It is without doubt one of the quickest and most convenient manual methods for sorting and arranging operations. Probably the most important points to look for in sorters of this kind are:

1. All guide tabs should be readily visible at all times.

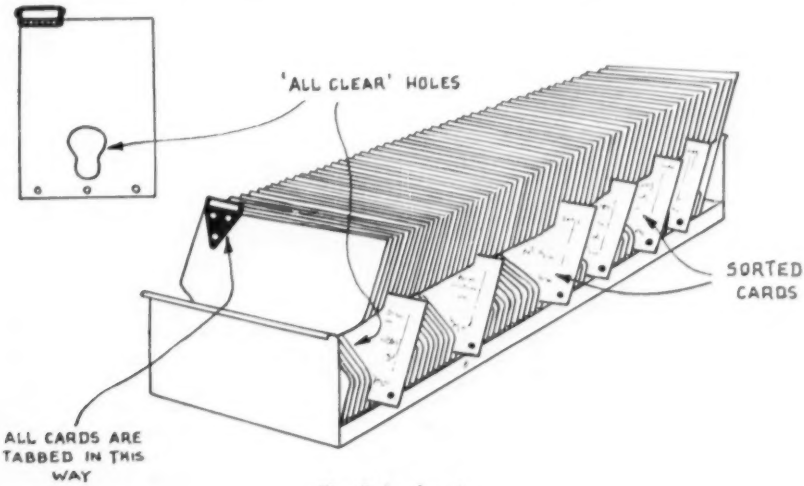


Fig. 7. Leaf sorter.

2. Sorter divisions should be capable of automatic expansion as the number of sorted papers increase.

3. Papers should be easily removed from either side of the sorter.

4. There should be some arrangement (such as all-clear holes) to eliminate danger of leaving small papers in the sorter.

5. A tab arrangement with changeable labels should be simple and uncomplicated. When in use, labels should clearly and precisely show all necessary divisions of the sort.

6. When used with a mobile leg base, the sorter table should be desk or elbow high. This natural working position reduces effort and fatigue.

7. Dividers should be sufficiently rigid to keep the papers and guides erect or flat at all times. They should be tough and reinforced at the bottom.

8. The sorter should permit the addition of further guides for every division.

9. The use of color arrangements in the sorter tabs can assist in speedier identification and speedier sorting.

Mechanical Equipment

A popular mechanical card sorting device is the needle sort method. Cards may be rapidly and accurately sorted into groups either alphabetically, numerically or by items of information. Operation is quite simple. Suppose the original card record is an application blank. During the printing of the card it is punched, around the edges, with a

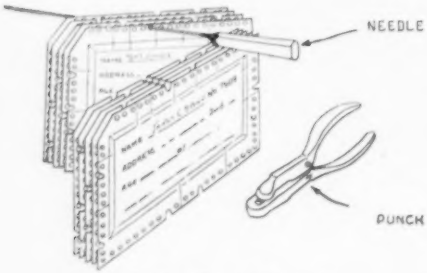


Fig. 9. Needle sorted cards.

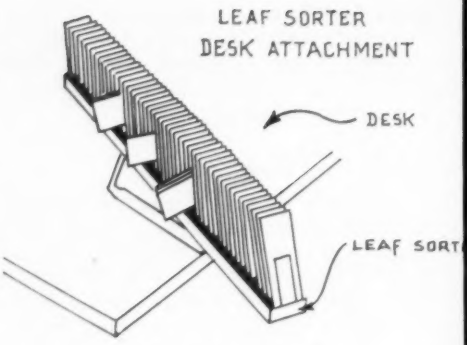


Fig. 8.

series of small holes. Each of the holes is numbered or lettered to represent one item of information or the item of information is printed against the hole. The edges of the card are then notched against the numbers, letters or information items the particular card is intended to contain, so that what were holes are now open notches in the card's edges.

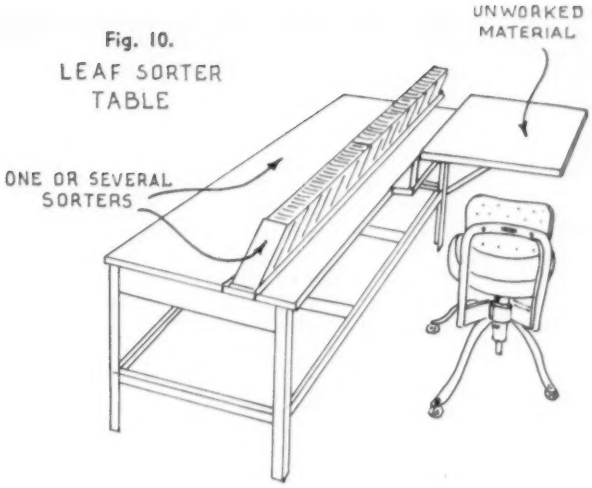
Other than the notching, which in small installations is done by a hand punch and in larger installations by a key-operated slotting punch, the only other equipment required is a long needle. In larger installations a gang sorter may be used instead of the needle.

Suppose in a group of cards we desire to locate all males. Cards are jogged and the needle passed through the hole representing males. By lifting the cards on the needle, the cards containing a notch against the letter, number or word 'male' will drop down. The remainder, which were not slotted 'male,' will remain on the needle (Fig. 9). The cards are then counted to find the number. By simple number coding arrangements, it is a very easy and rapid operation to restore cards to their original order.

A less common form of card sorting device is that in which the body of the card contains a series of holes (Fig. 11). Each hole carries a code number or letter to represent a given item of

Fig. 10.

LEAF SORTER TABLE



information. By means of a special slotting machine, the holes may be linked together to form a slot. Cards are assembled in special cabinets in a fixed order. If it is required to know, say, how many pilots in a series of pilots' records were over age 30, a rod is thrust through the front of the cabinet and through the hole in the cards at the top of the slot used to indicate age 30 years. The case is turned upside down and all the cards for the 30-year-old pilots fall down about half an inch. The cabinet is then locked in this position and reversed. The holes in the front of the cabinet correspond to the hole arrangement of the unslotted cards. Several rods may be used, permitting the breakdown into other categories of our 30-year-old pilots. The exposed upper edges

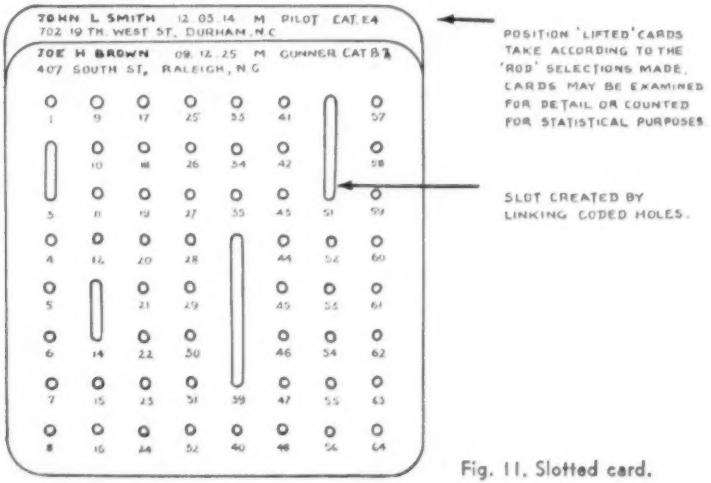
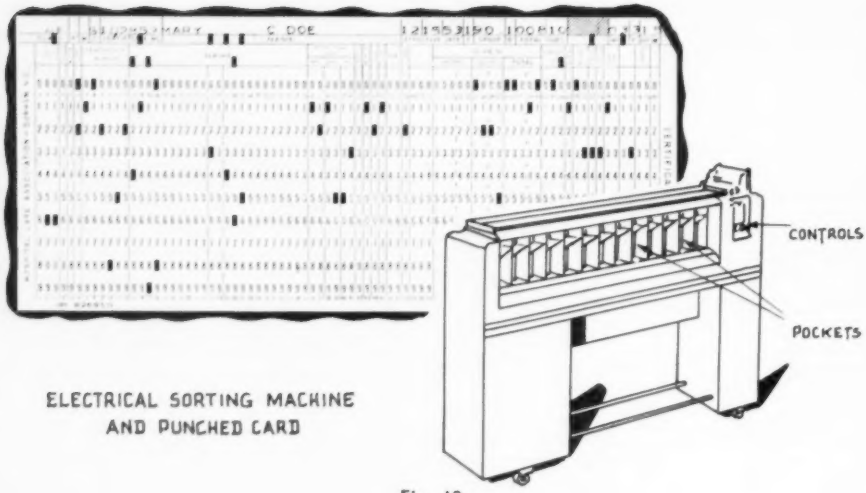


Fig. 11. Slotted card.



ELECTRICAL SORTING MACHINE
AND PUNCHED CARD

Fig. 12.

of the cards contain details in printed form and may be referred to for non-coded data.

The special nature of the cards used in mechanical sorting procedures naturally restricts their use in a large degree to a single organization. They are used primarily as internal office records, each system being designed to fit a particular business and for a specific purpose. Needle sorted cards have a wide variety of applications and are commonly used in recording and statistical work.

Electrical Equipment

Many different styles and designs of electrically driven sorting machines are made for what are commonly called punched cards. The punched card is a thin flexible card in which holes are punched in previously determined positions to represent digits and letters which in turn may represent either items of information or the actual digits or letters themselves. The machinery is designed to either mechanically, electrically, or light sense the holes punched in the cards which, according to the information punched into any one vertical column, fall into individual pockets. Cards are automatically taken, one at a time, from the bottom of the pack and fed past the sensing mechanism which determines the pockets into which they are to be deposited. Rollers then carry the cards to the proper pockets where they are stacked. The speed of the sorting operation varies from 250 to 650 cards per minute.

Cards are punched from data provided in either source documents or from secondary documents (transcription sheets) specially designed for the purpose. One card is sufficient, normally, to contain all the essential facts relating to one particular record. The design of both the cards and documents is varied to suit the needs of the several jobs. The perforations, in themselves, form ineffaceable records which can be sorted, counted or added in almost any required manner. Perforations also can be mechanically interpreted and printed on the face of the card if necessary.

Punched cards have a very wide variety of applications although, owing to the specialized design of the cards, they are intended primarily for internal use within a particular business. They are used in all forms of recording, billing,

accounting, statistical, checkwriting, and tabulating procedures.

Ancillary Equipment

For hand sorting operations there are a number of ancilliary aids, ranging from finger stalls for thumbing papers and special finger preparations to facilitate paper handling, to jogging devices to assist in keeping batches of papers in alignment. These aids deserve study when considering paper sorting and arranging activities.

Design of Forms

All kinds of paper and cards are subjects of paper sorting and arranging. Apart from the initial mail opening and sorting described elsewhere in this article and when once this activity has been completed, there are secondary sorting and arranging operations within the departments to which the mail has been delivered. In practically all offices some sorting or arranging will be necessary in connection with the forms relating to their work.

Color, size and design of a document play their part in any sorting operation. Usually the initial sorting is based upon simple divisions aimed at grouping similar or like material. For example, after mail has been opened the distinguishing features of the incoming material naturally lend themselves to simple sorts. Documents originally initiated by the company, whether they be punched cards, accounts receivable, collections, backorders, sales returns or order forms, if properly designed lend themselves to easy sorting by the visual impact their colors or designs make upon the clerk.

Frequently forms are sorted on the basis of separating those with like information from those with unlike information. To wit, in insurance companies there is often the need to ask a series of health questions and obtain from a potential buyer a statement of fact relating to health matters. Usually the company does not follow up the information provided it is favorable. The exceptions, those containing unfavorable information, are usually scrutinized further and put through additional processing stages.

By framing the questions in a suitable way we can at the same time create the basis, once the questions have been answered, for a visual sorting mechanism. No real examination of the form is necessary (Fig. 13 illustrates this point). Here we are interested in sorting out the forms containing unfavorable replies. We need only glance at the column with a full complement of 'no' answers to know that a form is not the exception. One 'yes' answer as shown in Fig. 13 gives sufficient visual impact for us to know that this form requires further attention. In a similar way the form can be designed so that all answers must be 'no' answers if the form is to be passed over. If a 'yes' answer appears it sticks out like a sore thumb and indicates to the sorter that the form is to be sorted out for further action.

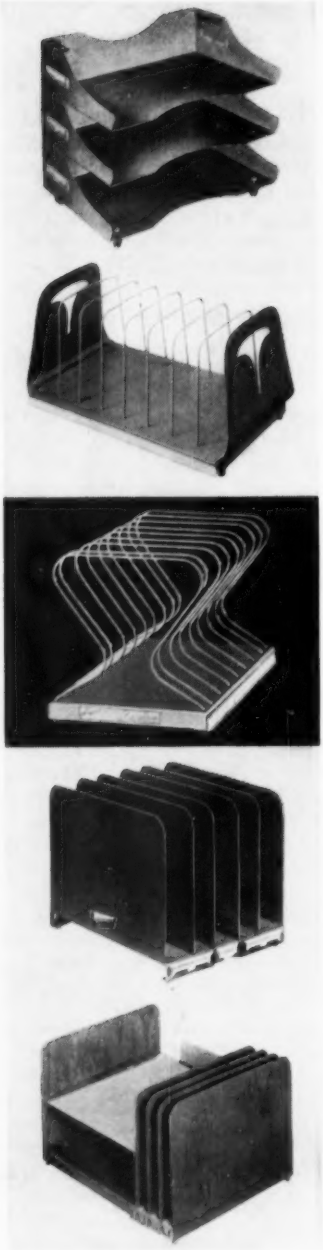
As a general rule the identification data included in a form provides the means by which the sorting and filing operations may be carried out. This material may consist of a person's name, address, a serial number, a district of-

	YES	NO		YES	NO
(a) Appendicitis, Asthma, Sinus Trouble.		X	(i) Fits, Epilepsy, Nervous or Mental Disorder		X
(b) Arthritis, Rheumatism, any deformity or defect.		X	(j) Menstrual Trouble, "Female Disorder"		X
(c) Abnormal Blood Pressure, Heart Trouble	X		(k) Gallstones, Kidney or Bladder Stones		X
(d) Cancer, Tumor, Wart, Cyst, Growth.		X	(l) Stomach Trouble, Ulcers, Gall Bladder Trouble		X
(e) Diabetes, Kidney or Bladder Disorder		X	(m) Impairment of Sight, Speech, Hearing		X
(f) Goiter, Thyroid, Tuberculosis		X	(n) Accidental Injury, Fracture, Sprain, Dislocation		X
(g) Hemorrhoids, Hernia, Rupture, Rectal Ailments		X	(o) Service-Connected Disability		X
(h) Varicose Veins, Prostate Disorder.		X	(p) Any other condition during past 5 years		X

Fig. 13.

fice, a distributor, a date, a town or state, or other information. It may consist of one or several features required in subsequent sorting or arranging. Refrain from adding serial numbers and other details of this kind unless they are necessary to the functional use of the form. Apart from the increase in cost of numbering forms unnecessarily, very often numbers required for a particular purpose at a later stage are omitted in error or mistaken for the serial number which is serving no particular purpose. Forms should only be numbered when it is vital to account for valuable records individually, by number, or when the number identifies a particular document for some subsequent operation.

Organizations frequently cause their own sorting and arranging problems by sending out badly designed forms which, when returned to them, require sorting. For example, the billing system of a company might provide for the creation of invoices on continuous forms by its machine accounting unit. The forms would then be run through a burster for separation, inserted in window envelopes and mailed. Suppose the invoice were in duplicate, one copy of which was to be returned with the payment. Obviously when we received all the dupli-



A File-A-Sist filing shelf (above) and a desk tray and racks (at right) made by Sengbusch Self-Closing Inkstand Co.

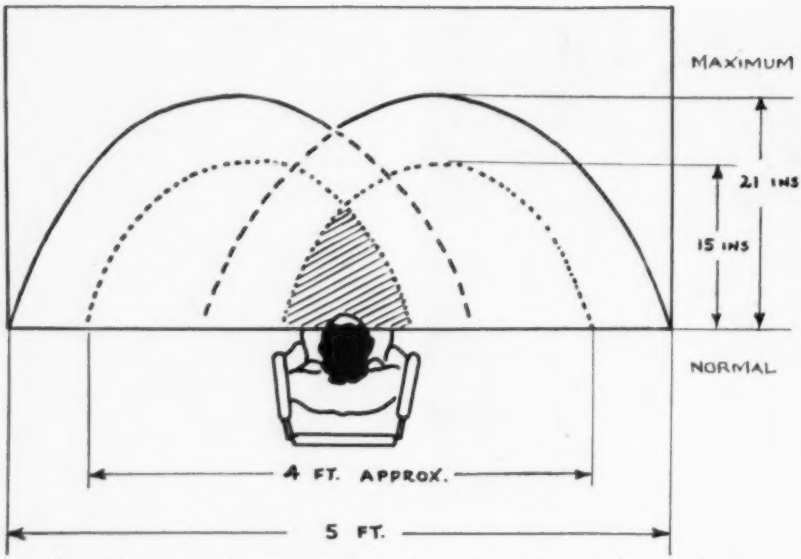
A C100 Duplex Sort-O-File, made by Associated Industrial Designers, with 100 subdivisions for alphabetic or numeric sorting.

cates we would have some hand sorting problems before we could credit the payments to the proper accounts. Assuming that the original records used to create the notices were punched cards and that large numbers of bills were being mailed out at frequent intervals, one solution to our sorting problem would be to produce the bills on punched cards. By this means we would have a very rapid and efficient machine method of arranging or sorting the returned cards. By and large the bulk of sorting and arranging in medium and large offices occurs with this type of material. The two most noteworthy exceptions are incoming correspondence and accounts payable. There are, of course, other exceptions. These present more difficult handling problems precisely because they are issued by other business houses and we have no control over their size, style or design. For material which originally emanates from and subsequently returns to our own organization we are in a much more fortunate position. Here we can, to a large degree, control our sorting difficulties by giving adequate attention to the design of the forms we use.

Motion Economy

No matter what kind of paper sorting problem is involved or what kind of equipment is finally used it is important to consider motion economy in any sorting procedure. A study of the problem,

Three girls collated 415 40-page catalogs in an hour at Richmond Food Stores, Richmond, Va., using four 12-section Evans Gathering Racks. Each girl averaged 5,520 sheets an hour.



The smaller the working area, the fewer the waste motions and chances of error.

more often than not, determines the nature of equipment required and the most effective method. In general terms the basic rules of motion economy in sorting procedures may be listed as follows:

1. The smaller the area over which the sorting work is done, the fewer will be the wasted motions and opportunities for error. The normal working area should be confined to that in which the operator may work without physical strain. At all times the working situation should be comfortable. Leaning, reaching and stretching motions should be minimized.

2. Workers should be trained and encouraged to develop simultaneous movement for both hands. Where possible, the hands should start and complete their individual paths at one and the same time and the paths taken by the hands should be easy and continuous. Jerky motions should be avoided and they can be minimized by the layout of the working area and by proper training of personnel.

3. The layout of the work itself should be so arranged that only simple motions are required. Clerks should be trained to memorize the layout (or layouts) so that all sorting of one type is carried out in the same way. This reduces the error factor and also helps for more rapid and efficient sorting.

4. As a general rule the arms should move in opposite directions when moving simultaneously. The paths of the arms should be, however, as far as possible, symmetrical. By this opposite movement, the clerk will retain better physical balance which in itself is an important factor in minimizing fatigue.

5. All documents, equipment and supplies should be located within the normal working area. A supply of staples, pins, clips, Scotch tape, envelopes and the like, for example, would be permanently located in the most convenient places at a mail opening table. All materials should be so arranged and located that the best sequence of motions may be employed in their use. Any movement toward them should become semi-automatic.

6. In the design and execution of special equipment care should be taken to

JUST OUT!

NEW, LOW-COST

Burroughs Director

ACCOUNTING MACHINE

So low in price that even small accounting jobs can be mechanized! Features include fast front feed, accumulated totals, and automatic big-machine advantages. See it right away. Your phone book tells you where. Burroughs Corporation, Detroit 32, Michigan.

Burroughs

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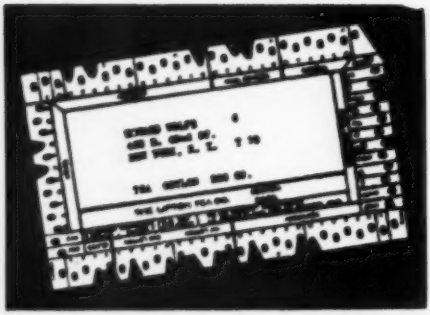
reg. trade-mark



E-Z SORT SYSTEMS save time and money in every department . . .

- **Accounts Payable**
- **Accounts Receivable**
- **Cost Accounting**
- **Payroll**
- **Purchasing**
- **Manufacturing**
- **Inventory**
- **Sales**
- **Research**

Each individual department in your company can keep and service its own records—faster and easier, with present untrained personnel—by using an E-Z Sort System. No need to centralize your sorting and tabulating while you worry over expensive machine costs. Try E-Z Sort in just one department and its efficiency will spread throughout your organization. Ask for a demonstration and you'll see why!

E-Z SORT SYSTEMS, Ltd.
45 Second St., Dept. 22, San Francisco 5, Calif.
Sole Manufacturers of E-Z SORT SYSTEMS.
Over 50 Offices to Serve You.

insure that it is designed so that both hands of the operator are available for productive work. Usually it will be found advantageous to provide fixtures as opposed to movable fittings in any special equipment used.

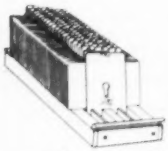
Sorting Sequences

In every organization the basic documents or records are in some way related to purchasing, collecting, manufacturing, selling, paying, or to some form of service. Different titles may be given to the records by different organizations, but in essentials the purpose they serve are the same. After use, all records are maintained in some set arrangement. Some have permanent value, others lose their value rapidly and may be disposed of quickly. To be of any value at all they must have a proper place in a sequence so that they may be referred to easily.

The end sequence, or the indexing and filing sequence, of a series of records may not be the same as the sequence they held during their more active life. In the filing stage, however, all records should be part of a system. For practical purposes, there are only two methods for indexing and filing records: alphabetic and numeric. There are, of course, several forms of alphabetic and numeric systems, such as:

ALPHABETIC	NUMERIC
1. Alphabetic by last names, company names, states, counties, districts, or topics.	1. Consecutive numeric.
2. Alphabetic-numeric by last names, company names, states, towns, counties, districts, or topics.	2. Terminal digit.
3. Group names alphabetic (grouping family names, etc., without regard to spelling.)	3. Decimal numeric.
4. Code group name (grouping names without regard to spelling.)	4. Numeric coding.
	5. Duplex numeric.

Papers go from confusion to working order in 4½ seconds



What Sort-O-Mat Does. It sorts correspondence, freight bills, invoices, charge and credit slips, hold orders . . . whizzes papers to proper department. Saves time, saves space.

How You Can Test Sort-O-Mat on Your Own Paper Work. The "Y and E" representative in your city will gladly show you how Sort-O-Mat cuts work. Call him now!

If anyone in your office sorts correspondence, invoices, papers of any kind —Sort-O-Mat *speeds* sorting time by 75%! Fast, accurate, Sort-O-Mat is the sorting system that helps your office make a better showing up and down the line. YOUR BOSS sees a saving in time and money. Low-cost green help can do high-speed sorting. New accuracy takes advantage of invoice discounts . . . builds customer respect for your firm. DEALERS AND CUSTOMERS see better service in filling orders . . . new efficiency in billing and shipping. Sort-O-Mat cuts confusion in a way that puts your office up on top.

YAWMAN AND ERBE MFG. CO.
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For 75 Years
A Time-Honored Name
A Quality Line
Dependable Dealers Everywhere

Six Steps to GREATER EFFICIENCY in your office...

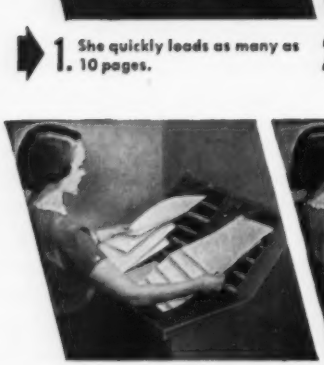
One of the tightest bottlenecks in even the most modern equipped duplicating department is the collating, assembling or gathering of duplicated sheets into sets. Now, with the new easy-to-operate Thomas Collator, one girl can do the work of five—faster, more accurately, and with a minimum amount of effort and confusion.

HERE'S HOW IT'S DONE!

1. She quickly loads as many as 10 pages.

2. Her foot releases pedal; sheets move out quickly.

3. Pages are always under inspection; blanks can't slip by.



4. Pages are collated; action starts for next set.

5. Releases pedal as she stacks. Elapsed time—five seconds.

6. Take this sixth step now! Just fill out and mail the attached coupon. We'll rush complete information on The Thomas Collator immediately . . . without any obligation on your part.

THOMAS COLLATORS, INC., Dept. B
50 Church St., New York 7, N. Y.

Please send me details on the Thomas Collator.

Name.....

Firm.....

Address.....

City.....Zone.....State.....

Thomas Collators®

135 Sales and Service Offices from Coast to Coast

Dept. B., 50 Church Street
New York 7, N. Y.

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Without going into great detail we may say that all alphabetic arrangements are fundamentally the same in that they all use the letters of the alphabet in sequence to govern the order of the records. Similarly all numeric arrangements use digits to govern the sequence of the material whether it be consecutive numeric, terminal digit or any other form of numeric system.

Whatever the system used, there are two essentials: (1) that it be simple; and (2) that it be logical. The divisions of the system should be easily understood for speedy and accurate sorting and it should be unnecessary to give explanations as to the meanings of the division captions. Other features of a good system are that it should be consistent throughout, direct and economical to maintain.

In both arranging papers or records for active use and in arranging them for reference (their filing order) the sorting sequence is very largely determined by the number of papers involved and by the type of equipment we have at our disposal. Obviously if we were sorting 2000 pieces of paper into alphabetic order with only desk top facilities, our main problem would lie in breaking up the 2000 pieces into reasonably sized groups in the first instance. In this event, we might decide to sort the papers into five piles on the first letter of the filing unit: A-C, D-H, I-M, N-S, T-Z. We would then sort each of these five piles, in turn, into single alphabetic units (A, B, C for the first pile, and so on). We would then go on to sort each single alphabetical unit according to the second letter in the filing unit, and so on. In this way, we would insure that at each stage we were only dealing with a small number of papers at any one time and our aim would be to continue doing so until we were handling groups of only five to ten papers. When the groups were this size we would use the fingers of the left hand to represent sorting divisions and we would go on to put the papers in strict alphabetical

order on the remaining filing units. What we have done in effect is this:

1st sort: Make 5 groups—400 papers per group.

2nd sort: Make 25 groups—80 papers per group. (Y and Z being treated together)

3rd sort: Make 625 groups—approx. 3 papers per group.

Final sort: 2000 pieces—now in strict alphabetical order.

(All groups being retained in sorting order throughout.)

In this particular sequence we could have omitted the third sort and worked from the groups of 80 papers, putting them in strict alphabetical order at this stage. There would be ample desk space for the purpose. With a larger number of papers the third sort would have been necessary.

With the same problem and using a leaf sorter with say 400 alphabetical divisions, we could on the first sort arrive at the position in which we had 400 small groups of five papers each, already sorted to the first two letters of the alphabet. Each group would then be taken, in turn, and sorted on the remaining letters by using the finger division method described above. With the leaf sorter we would have handled each piece of paper twice; the equivalent of 4000 handling units. Sorting by the desk top method would have meant some 6000-8000 handling units apart from the difficulty of controlling the stack of papers all the time. With the leaf sorter the papers, once in the sorter, are automatically controlled.

All alphabetic sorting problems can be calculated in this way and once the size of the routine sorting task has been estimated it is easy to decide on the proper equipment. If our routine task consisted of sorting 1000 pieces daily at one operation we would not purchase a leaf sorter with more than 100 divisions. Finger sorting with ten pieces of paper is a very easy matter. Sorters with too large a number of divisions can be just as inconvenient as sorters with too few.

Routine sorting tasks should be done at the proper intervals. If this is not done and presuming we have the proper equipment for the regular sort, postponing or delaying the job will allow it to grow outside the capabilities of our

READING FROM LEFT TO RIGHT

1st sort: On first and second digits—10 groups—100 papers per group.
(Each group must now be treated separately and kept so by criss-crossing the groups.)

2nd sort: On third digit—10 groups—10 papers per group.
(Each sub-group must be treated separately and kept so by criss-crossing the groups.)

Final sort: On fourth digit—in complete numerical order 0001 to 1000.
(Finger division sort.)

READING FROM RIGHT TO LEFT

1st sort: On first digit—10 groups—100 papers per group.
(Stack groups with 9 pile at bottom face up then the 8 pile and so on.)

2nd sort: On second digit—10 groups—100 papers per group.
(Stack group with 0 pile at bottom face up then the 1 pile and so on.)

3rd sort: On third digit—10 groups—papers now in order 0001 to 1000.
(Stack group with 9 pile at bottom face up then the 8 pile and so on.)

equipment. In a small business if we were receiving, say, 20 accounts daily it would be a simple matter to put them in order each day and if necessary to merge them with the accounts received on preceding days. If, on the other hand, we just piled them up in an in-tray, at the end of the month we would have some 400 accounts to be sorted and arranged. The daily systematic approach is always to be preferred and then we can always find things.

Similarly there are stages and sequences for all forms of numeric sorting. As with alphabetic material the size of the task is all-important. Here we cannot consider all forms of numeric sequences but briefly we will consider serial numeric (often called straight numeric or consecutive numeric) and terminal digit arrangements.

In a serial numeric system the material is usually sorted and arranged in order by reading the digits from left to right although it may be sorted by reading and using the figures from right to left. The latter method often can be used with advantage if the sorting area or equipment is limited as the units may always be restacked in one pile without the necessity of criss-crossing units. As an example of both methods, we will consider a table sorting problem consisting of 1000 pieces numbered from 0001 to 1000, treating each method in turn.

There are two simple rules to remember in this form of sorting operation:

1. When sorting to an odd number of digits such as the first or third digit sort, restack with the 9 pile at the bottom, followed by the 8 pile, then the 7 pile and so on.

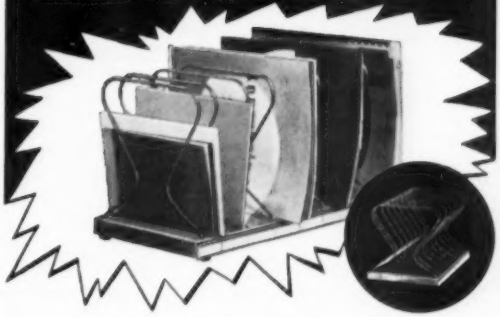
2. When sorting to an even number of digits such as the second or fourth digit sorts, restack with the 0 pile at the bottom face up, followed by the 1 pile, then the 2 pile and so on.

The same problem with leaf sorting equipment of say 100 divisions (00-99) could, of course, be approached in a much more simple way. Here we would

NOW HEAR THIS!

The NEW Senghusch Adapto-Rack

CLEARS THE DESK FOR ACTION!



This sturdy, attractive new sectional organizer by Senghusch improves desk-top efficiency. Finished in smart gray or green baked enamel, the strong, all-steel Adapto-Rack adds business-like good looks to any office.

Here are more reasons why the new Adapto-Rack is the most wanted desk organizer available today!

- Rugged, all-steel base will take years of hard use.
- Wire separators of 9 gauge steel easily and quickly inserted or removed for complete flexibility.
- Eight compartments provided; holes in base for additional separators if needed.
- Clear acetate-covered label holder with white stripping for fast identification of file contents.
- Two end wire separators attached to base and furnished with large, threaded rubber pads to prevent sliding and marring of desk. Adapto-Rack may be lifted by these end wires.

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Send for an Adapto-Rack To Use in Your Office on 30 Days FREE Trial.

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WORKING LIFE OR END SEQUENCE	EQUIPMENT COMMONLY USED							
	200 Pieces or Less				More Than 200 Pieces			
	TABLE	PIGEONHOLES OR RACK	TRAYS	LEAF SORTER	TABLE	PIGEONHOLES OR RACK	TRAYS	LEAF SORTER
Alphabetic	✓	✓	✓	✓		✓ [1]		✓
Alpha-Numeric	✓			✓				✓
Consecutive Numeric	✓	✓	✓	✓		✓ [2]		✓
Reverse Numeric	✓			✓				✓
Sorting into Few Irregular Categories [3]	✓		✓		✓		✓	

This chart shows the equipment best suited to the main kinds of manual sorting. All paper sorting of this kind is primarily the same whether we are sorting orders, invoices, checks or whatever types of forms. Not included is mechanical and electrical equipment which is dependent on special features of the material to be sorted. Bear in mind the frequency and complexity of a particular sorting operation when using the chart.

NOTES: 1—For mail sorting. 2—For folder sorting. 3—Includes such operations as breaking down documents by sex or into a few categories by age, etc. This is properly a "sorting" operation as opposed to the "arranging" operations listed above it.

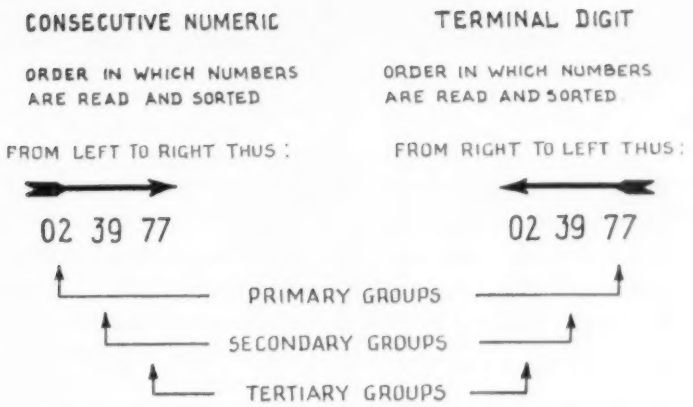

Fig. 14. Comparison of numeric and terminal digit sorting sequences.

sort straight away on the first two digits (after excluding the one sheet numbered 1000) and then finger sort our 100 groups, in turn, into their final order.

A terminal digit filing system is a numerical system in which the material to be filed is assembled first by the final two digits, then by the second two digits and finally by the third two digits (reading from the right). These groups may be known as primary, secondary and tertiary groups in the order described. The number of digits used in each group varies and is determined by the range of the series of numbers to be sorted, arranged or filed. The secondary and tertiary groups are always of two digits but the primary group may consist of

Amfile

4-WAY SORTER

For sorting all kinds of office papers preparatory to final filing or posting. Can be used in four different ways — one side has alphabetical and daily leaves, the other side, monthly and numerical.

The Sorter is only 4" wide and light-weight, made of hammertone finished aluminum with spring aluminum alloy leaves and rubber feet.

A Desk Rack is available, to affix any Sorter to a desk.

STYLE	SIZE	LENGTH	WEIGHT
L-31	Letters	28"	24 oz.
C-31	Cards, Checks	25"	18 oz.
C-21	Checks	16"	12 oz.

If your dealer doesn't have the Amfile Sorter in stock, send his name and we'll see that you are supplied promptly.

Write for illustrated circular

AMBERG FILE & INDEX CO.
Filing Specialties since 1868
1601 DUANE BLVD., KANKAKEE, ILL.

Systems Sorting Service

NO RUBBER FINGERS!
NO MESSY SPONGES!

NOW! HANDLE PAPERS FASTER with amazing

SORTKWIK

Greaseless . . . Stainless . . . Convenient
Creates tacky film on fingers . . . makes paper handling easier, faster, cleaner.
At your stationer or send $1.00 for TRIAL OFFER of two full size containers . . . TODAY!

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Let's Talk

A manufacturer of high-precision parts, growing fast, had trouble getting quick reports for "efficiency rating of labor expense." Management wanted to know – in a hurry – answers to questions like these: What is labor cost for each job? How should labor expense be distributed? How is each department performing against standards? The company got real results from a new system that uses, among other innovations, the new Moore form called "Speediflo."

The Old System

Formerly time cards and job cards were handled separately, and were under separate control. The timekeeper hand-posted production figures. The workers handled individual cards for every job they worked on; they also made certain calculations that management reports were based on. There was considerable duplication and no positive tie-in between payroll and labor distribution.

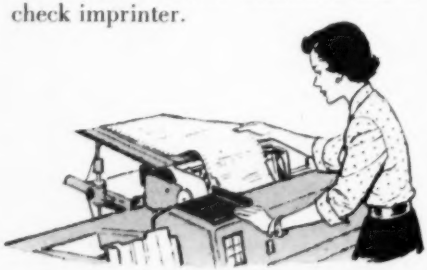
The New System

Star performers are a combination Time Card and Job Card. A Daily Efficiency Report is run off on the Moore Speediflo forms.

A single card contains the time record for payroll and, on the reverse, job information. It's the only card handled by the worker, the supervisor and the timekeeper.

The timekeeper distributes the cards every morning to the employees. The employees "ring in" and, as they work, fill in job information on the reverse of the card. When leaving they "ring out" on the card. A supervisor collects the cards and the timekeeper readies them – by adding facts and making computations – for tabulating.

Tabulating: Punched card facilities have expanded considerably. They include 43 key punches, 13 electronic calculators and also a Moore Waterfall decollator, 2 Moore detachers and a check imprinter.



The Report is run off on the 3-part Moore Speediflo. The form is engineered for the closest tolerance ever produced in the forms industry. It's

Forms

able to handle an enormous amount of information fast. There are 54 vertical rules on it. An IBM 407 prints a line for each job per employee, and total department figures are printed after the last man.

The Daily Efficiency Report gives management the summary of information it wants: true labor costs (for estimating future orders); a tie-in between payroll and labor distribution; an evaluation of employee production efficiency.

Decollating has been speeded up to a rate never achieved before, with the new Moore Waterfall decollator. Part 1 is a control for the supervisor; Part 2 is a guide for time studies (never available until now); Part 3 is a labor expense control, used by the Budget Co-ordinator.

Savings and Gains

Management has complete control over its labor statistics. Rates can now be established with true accuracy. Spectacular results were realized in savings: timekeeping hours were reduced 528 hours a day; forms, reduced from 5 to 1, saved $100,000 a year on costs; in decollating, 8 man-hours a day were saved, etc. If you'd like to read the complete story on this installation, write Moore Business Forms, or fill out the coupon and mail it to the Moore office nearest you.

Speediflo with new narrow carbon

A revolution in forms is this Moore 'first.' Control margins do not clog or jam during fast tab runs, flow is uninterrupted. Parts do not creep or skid. One big user gets results, saves $8300 a month on form costs.

MOORE BUSINESS FORMS, INC., Dept. O-3
Niagara Falls, N. Y., Denton, Tex., Emeryville, Calif.

Please send me details of the system outlined.

Name _____ *Title* _____

Company _____

Street _____

City _____ *State* _____

introducing

EFFORTLESS COLLATING

with the NEW

COLLAMATIC

Electric Collator

Model "800" CONSOLE

ONLY $345. F.O.B.

Collate *without* effort — *without* fatigue. Collate as fast as you duplicate WITH THE NEW COLLAMATIC — the electric collator designed specifically for the modern office.

Think of it, an *electric* collator that will cut labor costs in half — actually pay for itself. An office machine that everyone will love to operate.

Touch the automatic starter and the sheets are advanced for inspection. Touch it again and collate. Just *touch* and *collate;* that's all.

Lots of other features too! Each bin will hold more than a full ream of paper. Scientifically designed stapling and stacking bin insures uninterrupted work flow. Positive feed, MAGICFEED rollers feed right down to the last sheet. Priced to sell for LESS than most mechanical collators.

Be first to have "EFFORTLESS COLLATING" in your office. Write for brochure and the name of your nearest distributor.

☐ I'd like a demonstration of the New Collamatic.

☐ Please forward additional information.

Name.....Title.....

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ELECTRIC COLLAMATIC COLLATOR

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THE ELECTRIC COLLATOR FOR THE MODERN OFFICE

either one or two digits. In many cases (relatively small systems) the tertiary group is not required.

Usually in sorting for terminal digit purposes the first sorting would be into 100 groups representing a breakdown of the final two digits (00 00 *00*). The next sort would then be on the middle two digits (00 *00* 00) and the final sort would be on the first two digits (*00* 00 00) in any six-figure arrangement. Leaf sorters with 100 divisions are ideal for sorting material into terminal digit sequence.

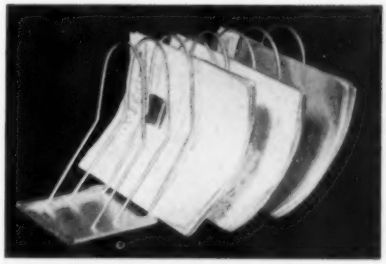
The sorting sequence of any numeric system is largely determined by the number of papers involved in the job, by the type of equipment available and by the divisions and groupings within the numeric system itself.

A comparison of the sorting sequences normally applicable to consecutive numeric and terminal digit arrangements are shown diagrammatically in Fig. 14. Sorting sequences relating to needle sorted cards and punched cards are shown in Figs. 16 and 15.

If the flow of work in an organization has been properly studied and organized it should move forward by stages so that each stage, so far as sorting procedures are concerned, makes the work more complete. It should seldom be necessary to create a set order in a series

Punching McBee Keysort labor tickets at Wartburg Press, Columbus, Ohio, publishing division of the American Lutheran Church.

Evans DESK ORGANIZER



Use On Desk Top or In Drawer

Dividers are molded to rest at angle so each paper inserted lays flat against back of section, leaving unfilled portion open for easy insertion of more papers. Dividers fit into channels on each side of base. Base has generous rubber cushion at each end to prevent marring desk. Works as well in desk drawer as on desk top. Made of all aluminum, acid treated against smutting.

Complete With 8 Dividers **$3.75**

STOP PAPER FUMBLING 50¢

Tacky-Finger
GREASELESS
ODORLESS
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Carton of 12 Boxes $6.00

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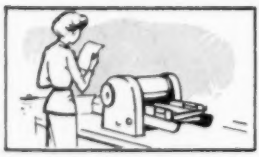

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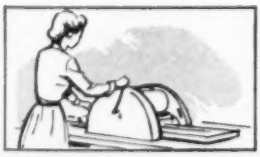

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WAUSAU IMPRESSION PAPERS are made of highest grade virgin fibre and are crafted to highest papermaking standards. They are accepted as key production papers because of their uniform quality, brightness and ability to accept ink readily and evenly. A wide range of attractive colors is also available.

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of papers, then to break the order and reassemble them in a different form for another purpose and then again to break the order and re-arrange the material in its original form. This frequently happens and, more often than not, it is unnecessary. To give an illustration with incoming correspondence, it might be necessary to pull folders corresponding in number or name to the individual letters received either directly or through the medium of a cross reference index. Whether or not the correspondence filing system is voluminous, it is customary to arrange the incoming mail in a similar order to that of the filing system so that the clerk only needs to go through the system in sequence *once* to obtain all the necessary folders. When some order has been obtained of necessity, it is advantageous thereafter for the correspondence to be dealt with in that order. This naturally aids the subsequent refiling of the folders when this stage arises. It is, of course, not always possible to retain continuous sequences of this kind. Sometimes certain letters require special treatment and involve further handling. These cases can be removed from the sequence, still allowing the main flow of the correspondence to retain its order. Not only do we get the advantage of a quicker refiling pro-

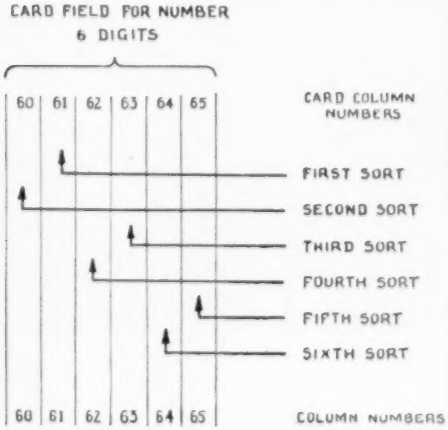

Fig. 15. Terminal digit sorting sequence of punched cards.

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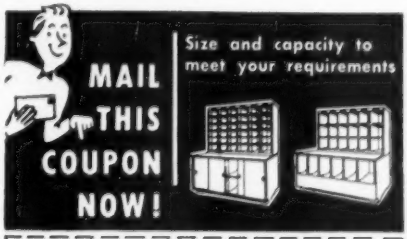

CORBIN Wood Products Division,
(Dept. OD)
The American Hardware Corporation
Hornell, N. Y.

Send illustrated literature and prices on Corbin Mail Room and Collating Equipment and related products.

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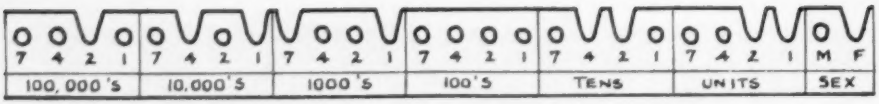

Fig. 16. Numerical coding sequence used with needle sorted cards. Notches above represent the number 258,063 and the word "female."

cedure but we are enabled to locate any folder more easily while it is in its active stage should the occasion arise. Backtracking is to be avoided in all work and sorting and arranging activities are no exception.

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. . . the **Easy-Action** vertical paper sorter that answers the need for sorting efficiency in any business having large or small sorting problems. *Every Vert-A-Sort Installation made has resulted in increased production, no matter what sorting methods were used before!*

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Future Possibilities

There are strong possibilities that, in the near future, large scale paper sorting problems will be dealt with by purely mechanical means. Character sensing machines offer promising possibilities in this direction. Such machines are capable of actuating other machinery. This may then lead to national standard sizes for checks, invoices, letters and the like. It may even lead us to put the same sort of thing in the same places on our relative pieces of paper. However, this may not be quite as necessary as standardization for size probably would be. Sensing machines have only one defect—they cannot read handwriting. But then, when we examine some of the documents in our office, neither can we!

Marie Palermo demonstrates Burroughs Corp. electronic character recognition equipment at the First National City Bank of New York. It reads printed numbers on checks at the rate of 7200 an hour and punches them on cards.

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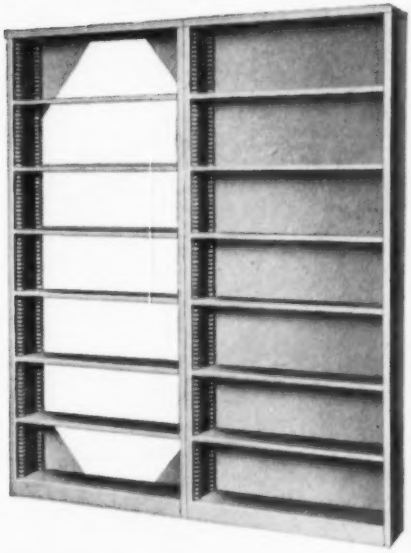

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Cursing a Blue Streak won't cure the curl that messes up duplicating jobs . . . but the right paper will.

A paper that lays flat . . . and *stays* flat requires a little more effort to make, but it pays off in easier, trouble-free performance on any type of office duplicating machine.

Eastern makes that important effort . . . right on the paper machine. The result? A line of Business Papers especially adapted to office duplicating.

You'll find Eastern Papers will perform better . . . and look better with clearer, sharper impressions every time.

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EASTERN

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A Test for Honesty

(*Continued from page 19*)

is ever warranted, and signing this agreement constitutes a powerful inducement to remain above suspicion.

Biographical information given on the Reid Report will be retained by the company using the service, Mr. Reid said. The confidential section of key questions will remain with his firm after a recommendation has been made as to the trustworthiness of the potential employee.

Mr. Reid, who in his work for business firms and law agencies has personally examined more than 15,000 persons, said many companies refrain from reporting acts of employee dishonesty to the police because they feel unfavorable publicity results from prosecution. His firm's experience shows that accounting methods and various kinds of employee supervision cannot alone cope with white collar crime. "There is only one certain way to eliminate the possibility of embezzlement and theft of goods," he stated. "That is to eliminate the laxity with which both large and small firms hire persons for positions of trust. This laxity brings lie detection firms much of their business but we are called upon after the horse is out of the barn. I believe in locking the barn door before the horse is stolen."

"First I suggest we organize an office squash tournament."

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Pres-To-Line

WORLD'S FINEST COPYHOLDER

and watch typing costs go down!

The fact that Pres-To-Line Copyholders are now being used by most of the nation's largest commercial and industrial organizations, as well as by many Gov't agencies, is an indication of the role these amazing machines play in modern office efficiency. Time and motion studies prove that Pres-To-Line improves typing speed and efficiency up to 50%, resulting in an average saving of 23% of typing costs!

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Please send:

( ) A free folder illustrating the Royal Standard in color.

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The piece of paper immediately above this type may well change your office from one that looks ordinary to a colorful, cheerful, pleasant-looking place in which to work.

It will bring you a free folder which shows you the famous Royal Standard Typewriter in some of its new colors.

The folder describes in words and pictures, much better than we can do here, just how beautiful the famous Royal Standard now is. It shows how you can mix beauty with practicability in the modern office.

It takes less than a minute to fill in the coupon. It will take only a few minutes to look through the folder.

You should have this free folder.

Why not send in the coupon now? There is no obligation.

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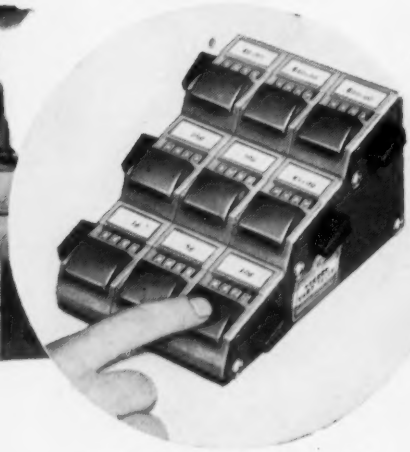

Compactly set up on stands in tiers, the Vary-Tally can be supplied in any of 66 combinations, up to 6 banks high and 12 units wide with a minimum of 2 units wide. Also single units.

Count BOTH and 1,001 Other Items with

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Multiple-Unit Reset Counter

To know WHICH products, styles, sizes or flavors are "hot" and WHICH are dragging their feet — COUNT! Whether you are a manufacturer or merchant, distributor or dealer — Vary-Tallies can tell you quickly How Many of What, Where and When — Now as against Last Year, Last Month or Yesterday. Traffic engineers, estimators, laboratories, warehouses, offices, restaurants, mail and phone order departments, payroll people and many others find keeping score is no chore with a Vary-Tally. What do *you* want to count? Write for news sheet and prices.

- Easily Readable from Any Angle . . . Bold figures Always Centered in Window . . . No Glare
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- Separate Counting Units Can be Rotated like Tires on a Car, to Distribute Wear Evenly
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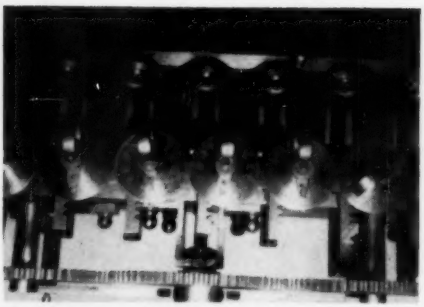
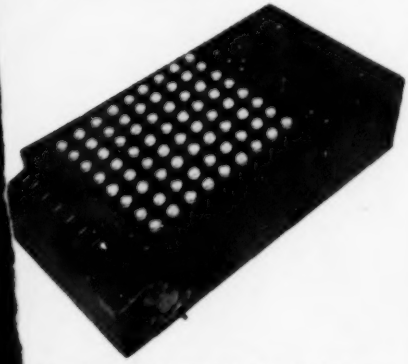


The famous calculating apparatus of Gottfried Wilhelm Frh. v. Leibniz of 1672. Original is in the National Library, Hannover, Germany.

Catalog Traces Calculator History

A COMPLETE historic record of the development of calculating machines and equipment is contained in a new four-volume catalog describing the exhibits at the Brunsviga Museum

Forerunner of modern calculating machines, the Thomas Arithmometer of Charles Xavier Thomas, Colmar, France, 1858.



Dorr E. Felt's Comptometer of 1887.

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Better Seating Pays for Itself

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Stenos say
"Twice as Comfortable"
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Let your body breathe.

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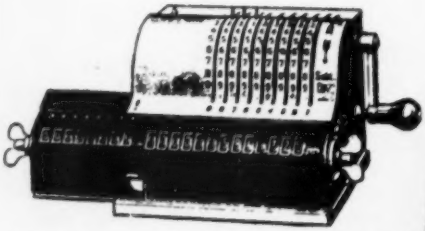
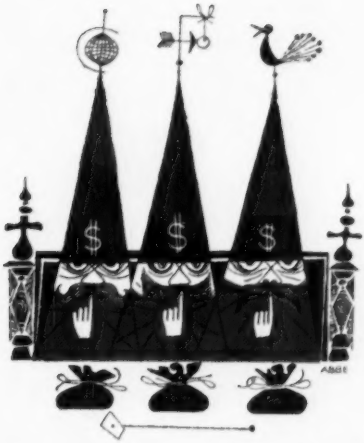
of Calculating Machines in Braunschweig, Germany, where is housed the largest and most complete collection of calculating equipment in the world. The museum, sponsored by Brunsviga Machine Works, one of Europe's large manufacturers of calculating machines, was started in 1912 by Dr. E. H. Franz Trinks in order to study all the mechanisms and systems in existence for the improvement and development of calculators.



The 1892 lever calculator of Willgodt T. Odhner, St. Petersburg, Russia.

Man's early attempts at mechanical calculation are represented by reproductions of the early machines of Pascal and Leibniz, and the "rods" or "bones" of Lord Napier, as well as Chinese swan pans, Japanese sorobans and Russian stchotys. Five different models of the famous Thomas Arithmometer, dating from 1858 to 1885, are on exhibit as part of the collection. The machines and devices cover the entire history of calculating machines and number over 500 individual items. Inventions of J. H. Muller, A. Burkhardt, J. C. Schuster, W. T. Odhner, Frank S. Baldwin, Dorr E. Felt and William Seward Burroughs are among the exhibits of interest.

The catalog is in German and fully illustrated with a complete technical description of each machine. Plans and drawings for many of these early machines have been reproduced and are included in the illustrative material. Early models of the Sholes and Glidden typewriter of 1874 and the Hall typ



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No matter if in Africa or on Manhattan — you will recognize a Member of the BMM Club at once, because of his happy smile and brilliant intelligence. He certainly knows how to make money, and he is the pride of the Big Money-Makers' Club, thanks to his set of Facit Calculators. He can always give the right answer during a long-distance call, simply by using his silent and elegant Facit ESA-O. It's as small as the telephone and so simple to handle that his youngest office-boy could learn to be a calculating expert within fifteen minutes. It's all because of the world-famous Facit 10-key system, permitting you to calculate with one hand and make notes with the other. Ask for our illustrated brochure FB 24 and find out what Facit can do to make *your* office more efficient!

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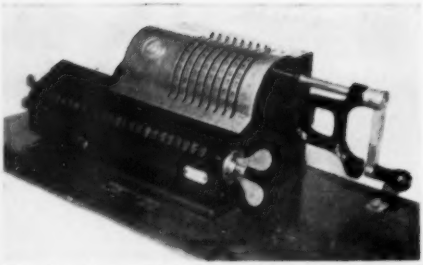
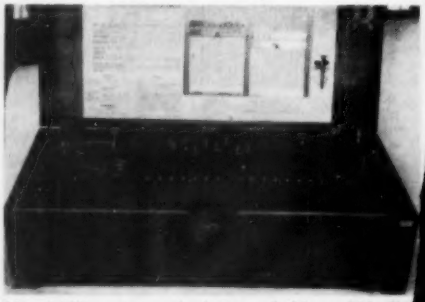


The hand operated Brunsviga calculator of 1893.

writer of 1880 are also in the Brunsviga Museum. An Adler typewriter of 1900 and one of the first Elliott-Fisher machines, of 1910, provide an interesting comparison to present-day models.

Modern firms such as Burroughs, Brunsviga, Felt & Tarrant, Hamann, Marchant, Mercedes, Monroe, Odhner, Remington Rand and many others are each represented by a number of calculator models produced during their long history. Much credit is due Brunsviga for cataloging so exhaustively this very complete calculating machine history for the record.

Copies of the catalog have been donated by Brunsviga to the Rockefeller and Carnegie Institutes, as well as to the Deutsches Museum of Munich and the Economic Museum in Duesseldorf. A set is now in the custody of THE OFFICE Magazine and may be examined by those interested at the offices of the publishers, 232 Madison Ave., New York.



The Millionaire calculator of Hans W. Eg A. G., Zurich, Switzerland, 1895

Does the job nobody likes

(and at big savings!)

The FH costs less than a typewriter!

The job in an office nobody likes is the tedious chore of *folding* the form letters, bulletins, mail enclosures, etc., that have to be sent out. *And usually at the end of a busy day!*

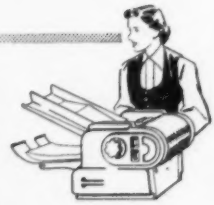
But why have your skilled office workers waste time this way? A Pitney-Bowes model FH Folding Machine will do the work more than five times faster—save many payroll hours—pay for itself very quickly. And it *costs less* than a typewriter! With semi-automatic feed and electrically driven, the FH is easy for anyone to use. (Automatic feed optional at slight extra cost). It takes only a few seconds to set the FH for any job; simply move two knobs to adjust for any desired fold. As easy as tuning your TV!

It can make two folds at once; double-fold 8½x11 sheets up to *5,000 per hour;* make eight different folds in sheets from 3x3 up to 8½x14 inches, of many different paper weights and finishes; and even folds sheets when stapled together.

Precision built, sturdy but light in weight, the FH can easily be carried from place to place, takes up little space.

Call the Pitney-Bowes office listed in your 'phone book for a demonstration. Or send the coupon for free illustrated booklet.

Fully automatic model FM folds up to 19,000 sheets per hour.



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Made by Pitney-Bowes, Inc. . . . originators of the postage meter . . . 94 branch offices, with service in 259 cities in U.S. and Canada.

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Send free booklet on Folding Machine to:

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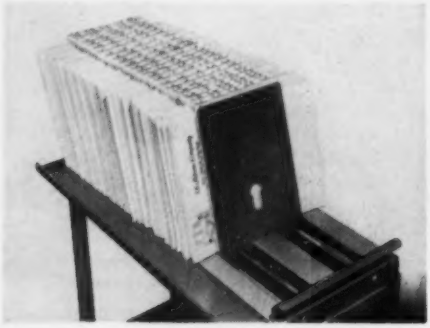
New Products

LEAF SORTER

Yawman & Erbe Mfg. Co., 1020 Jay St., Rochester 3, N. Y., makes Sort-O-Mats in sizes for all papers from small coupons up to 9⅛" x 14". Untrained operators can sort at the rate of 800 papers per hour, an average of 4½ seconds for each paper handled. Experienced operators can sort 1500 or more



pieces an hour. Standard guides provide for alphabetic, alpha-numeric, numeric, monthly, daily and geographic. There are blank insertable tabs for special subject sorts, also for two-letter and four-letter sorts which often cut sorting time in half. Steel dividers expand slightly as each paper is added. Guides are uniformly spaced at conclusion of sort. Manual adjustments are unnecessary. Illustrated literature from above address.

BRUSH STENCIL

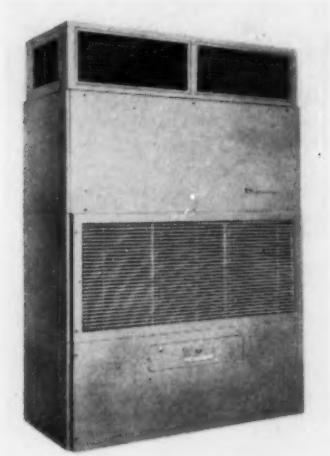
Gestetner Duplicator Corp., Dept. 84, 50 McLean Ave., Yonkers 5, N. Y., makes a Brush Duplicating Stencil which can be cut or prepared with a special artist's brush instead of a stylus. Lettering or drawing is simply brushed onto the stencil's surface and, after blotting, the stencil is ready for immediate running on the duplicator. Ruled lines in ¼"-

squares are printed on the stencil to facilitate layout. The stencil is ideal for preparing small posters, signs, etc. Complete information from above address.

AIR CONDITIONERS

Frigidaire Div., General Motors Corp., Dayton 1, Ohio, have added 10 and 15 ton self-contained air conditioners to the Master-matic line. Each model has a twin cooling system which provides a more versatile control of the temperature and humidity by the user. One of the systems can be operated during warm weather, but both systems will operate automatically during periods of extreme heat and humidity. This twin-cooling featur eliminates both under-cooling and over cooling, reducing operating costs. Th blower section at the top of the cabine can be adjusted so that the conditione air may be discharged to the front, bac or top. This helps simplify installatio and tying into existing duct work.

remote installation is desired, compressor section can be separated from the cooling section. For year-round service, steam heating coils are available. Overall di-



mensions of both models including accessory hood: 93⅝″ high, 67″ wide, 29½″ deep. Frigidaire also manufactures 2, 3, 5 and 7½ ton models.

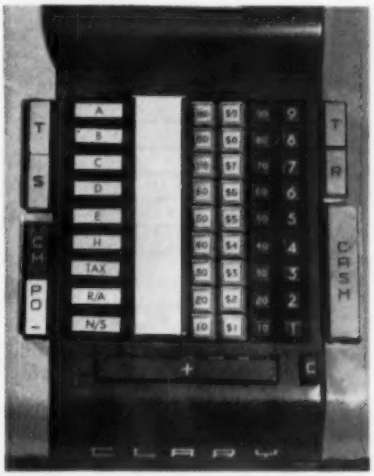
COPYING PAPER

Duplicating Products Div., Minnesota Mining & Mfg. Co., Dept. TF-08, St. Paul 6, Minn., announces a heavier, 18-lb., copying paper for its Secretary

Copying Machine. This results in easier handling, and is available in green, yellow, pink and the standard neutral shade, for offices and plants which use color coding filing systems. The desk-size Secretary produces copies in four seconds from transparent or opaque originals. There are no liquids, negatives or master copies involved. It copies in one step direct from the original regardless of the lighting conditions and can be operated after a few minutes instruction.

CASH REGISTER

Clary Corp., Dept. O75, San Gabriel, Calif., makes the Change-o-matic Model 304.42 Cash Register which provides customer and merchant with printed records of the entire transaction. In a typical

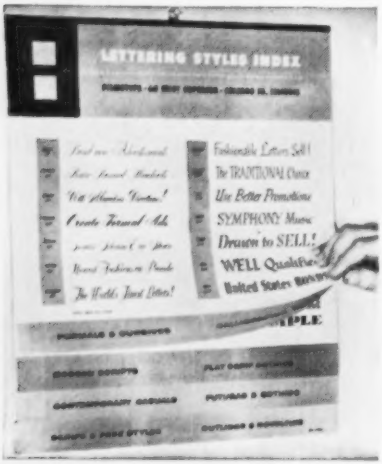


store transaction, the register prints clerk (or department) identification, item amounts, a sub-total, sales tax, refund amounts, total, amount tendered by customer and amount of change due customer. The Change-o-matic is priced at $479.50.

HAND LETTERED STYLES

Filmotype Corp., 60 W. Superior St., Chicago 10, Ill., offers a convenient reference folder of the all-inclusive hand-lettering selection for composition with the Filmotype photo-lettering machine. This Letter Styles Index contains over 275 styles of modern, popular hand-lettering styles, 100 of them just released. The

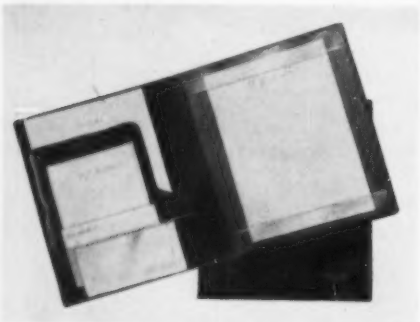
Letter Styles Index is especially designed for ready comparison and classifies the alphabets in logical divisions of weight and condensity. Lithographed in two col-



ors, the 8-page 16″ x 19″ wall-size index is metal-edged for hanging. A smaller desk-size index, 9″ x 11″ is also available free upon request from above address.

DESK PORTFOLIO

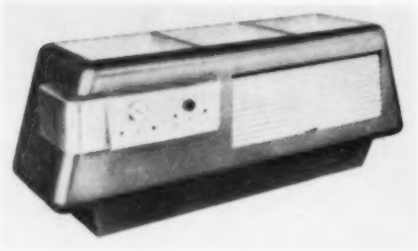
Serolite Corp., 11 White St., New York 13, N. Y., makes a handy desk organizer in black, brown or dark blue simulated



leather, which keeps papers neat and orderly, and acts as an aid for correspondence when traveling. It is 11¾″ by 9¾″ to hold normal 8½″ x 11″ stationery and has additional plastic pockets to hold cards, envelopes, stamps, etc. Available with your name gold stamped on the cover for $3.50.

DARKROOM SINK

American Type Founders, 209 Elmora Ave., Elizabeth, N. J., makes the ATF Mastercraft constant temperature darkroom developing unit providing all the advantages of a temperature controlled sink. It has three 20″ x 24″ stainless steel trays set in constant temperature water. Dial controls temperature within



half a degree. The sturdy, attractive cabinet has ample storage space for chemicals and other supplies. Made with and without refrigerating unit for locations where cold water gets warmer than 68°. Ideal for platemaking and film developing, unit is 98″ long, 34½″ wide and 36¼″ high; operates on 110 volt, 60 cycle AC. Illustrated literature on this and other ATF offset equipment is free from above address.

RIBBON & CARBON CATALOG

Rochester Ribbon & Carbon Co., 22 Greenleaf St., Box 1212, Rochester 3, N. Y., have issued a 20-page, plastic bound catalog describing the properties of the Rochester line of carbon papers and ribbons which are sold through dealers. In addition to specifications of the products, this book contains manufacturing data which should be interesting and enlightening to dealers and their salespeople. The catalog contains a plastic comb with which new pages can be in-

serted into the plastic binding. Dealers can obtain a copy from the above address.

MEMO BOX

Eastern Corp., Bangor, Me., manufacturers of Atlantic Bond and other business papers, has produced an attractive and useful memo box which is available through paper merchants who carry the Atlantic line of papers. Measuring 4½" x 6", the box is finished in a bright orange suggestive of the new Atlantic wrapper and contains 200 memo sheets.

Refills will be available without charge through Eastern merchants. As an added convenience for paper users the name, address and telephone number of the local paper merchant carrying the Eastern lines is shown on the top of the box. Initial response to the first samples produced was so great that the company had to increase the quantity ordered many times over original estimates.

FIGURING MACHINE

Addo Machine Co., 145 West 57th St., New York 19, N. Y., announces the Model 241E Addo-X Grand Total 10-key machine which enables the user to add a series of totals in its second register and obtain the grand total by depressing the Grand Total Key. Machine's features include direct subtraction and automatic stepover for simplified multiplication. Totals, sub-totals and grand total print in red with different identifying symbols.

There is a correction key, non-add key and paper release lever; single and double spacing on tape. Keyboard capacity is 99,999,999.99; register capacity, 999,999,-999.99. Universal motor for AC or DC. Illustrated descriptive literature free from above address.

CLOTHES RACKS

Vogel-Peterson Co., 1121 West 37th St., Chicago 9, Ill., makes the S.F. line of Checker Coat and Hat Racks with shelves which snap into position and lock firmly

and rigidly. Additional uprights and shelves can be added as needed, from 3'2" to any length by the foot. Accommodate four coats and hats per running foot. The design of the racks and uniformity of hanger spacing creates an appearance of orderliness whether the racks are empty or loaded with clothes. Hangers provide a hook for the check where checking service is used. There are plastic clips with large, hot-stamped numerals for easy identification. Layout service for employee coatrooms and checkrooms is available without obligation. Full information from above address.

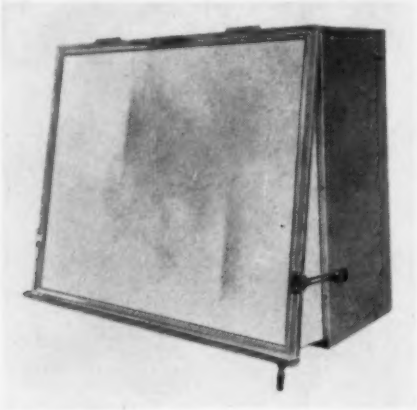
PUNCHED CARD FILES

Tab Products Co., 57 Post St., San Francisco 4, Calif., has completely redesigned their line of tub files with radius corners on edges and legs to add beauty to this completely flexible, functionally designed tub file group. Cards are positioned above tub frame to increase

visibility and reduce the arm reach and effort required to pull or file cards. Illustrated is No. 667-L, sitting height tub file for filing cards horizontally. It has seven No. 660 Fiberglas trays. Fiberglas is warm and pleasant to the touch and of exceptional tensile and impact strength. The Tab tub file line, with standard frame construction, provides for sitting or standing height operation, horizontal or vertical filing, short or long tubs, steel or vinyl covers, steel or Fiberglas, trays, rolling work boards, optional tub shelves and every model, combination or accessory that may be needed by tabulating departments.

DARKROOM LIGHTS

NuArc Co., Dept. OF-200, 824 S. Western Ave., Chicago 12, Ill., have added four Darkroom Lights to their line of graphic art equipment. These make film inspection easy, and can be hung anywhere for instant use. Standard models DL-30 and DL-19 are 25" x 30" x 12" and 22" x 19" x 8" in size respectively.



The DL-30E and DL-19E are similar in size but constructed with a glass front that slants forward from the bottom 5" and are equipped with a trough to hold glass and drain etching fluids. The DL-30 and DL-30E are equipped with three ruby red cold cathode and four 20-watt white fluorescent tubes. The DL-19 and DL-19E have four 25-watt ruby red bulbs and two 15-watt white fluorescents. Any of these lights can be supplied with overhead rails for mobility or a water flow system for washing film and plates. Darkroom lights may also be had in special sizes upon request. Described in Bulletin No. 227 from above address.

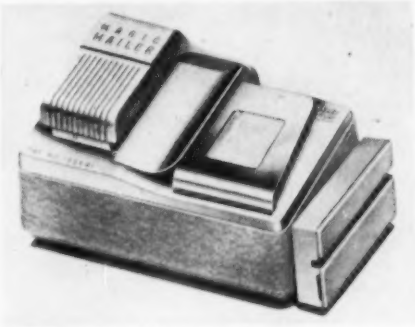
TABLET ARM CHAIR

Precision Mfg. Co., 831 Chicago Ave., Evanston, Ill., makes a Tablet Arm Chair of 7-ply plywood with birch woodgrain pattern, high pressure plastic surface which is burn-proof, stain-proof and doodle-proof. Designed for use wherever people sit and write. The tubular steel frame is finished in choice of satin or bright chrome with chip resistant lacquer over bonderized steel and a zinc

chromate primer. The Saran webbing upholstery is guaranteed five years and provides free air circulation for ventilated seating comfort. This allows a user to sit for hours without perspiring, eliminates fidgeting and increases user's attentiveness. Chair requires minimum maintenance and manufacturer believes it will give 20 years' service. Of wall-saving design, available in choice of ten colors or combinations of them. Webbing is attached with Precision's special clip which makes it easy to replace in case of accidental damage or to change colors.

LETTER SEALER, OPENER

Pres-To-Line Corp. of America, 2339 Cotner Ave., Los Angeles 64, Calif., announces the Pres-To-Line Magic Mailer, an inexpensive multi-purpose mailing unit that seals or opens envelopes with one easy stroke. Incoming envelopes are whipped through the safety opener and slit open without the creation of any mess or "confetti." Outgoing envelopes are moistened and sealed, ready for



stamping, which is made easier because of the built-in stamp moistener. The latter can also be used as a finger moistener for thumbing sheets. Carrying a one-year guarantee, the Pres-To-Line Magic Mailer is 3" x 5", weighs only 23 ozs., retails at $9.45.

STAPLE REMOVER

Bates Mfg. Co., Orange, N. J., makes the No. 60 Bates Staple Remover which removes staples of all sizes. Its plastic

handle is comfortable to hold for efficient use. Packed individually boxed or on self-selling display cards holding a dozen

Bates Staple Removers which list at 60c each.

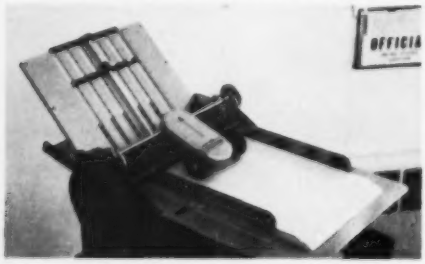
FREE CARBON RIBBON

Columbia Ribbon & Carbon Mfg. Co., 958 Herb Hill Road, Glen Cove, N.Y., will send a free Columbia Carbon Ribbon to users of carbon ribbon typewriters who type on their company letterhead with their present carbon ribbon,

giving machine make, name of person making request and the line, "Send me one free Columbia Carbon Ribbon as offered in the August issue of THE OFFICE." Columbia factory technicians will select the best ribbon for the letterhead paper, type a sample on the letterhead and return the letterhead with the free ribbon. There are no strings attached to this free offer.

FOLDING MACHINE

Lansdale Products Corp., Box 568, Lansdale, Pa., have an automatic feeding attachment for the Model 305 Faltex



Folding and Letter Opening Machine. Machine can be used with or without feeder and will fold up to 10,000 sheets an hour. Full information from above address.

CARBON COPY NUMBERER

Force Western, Inc., 216 W. Jackson Blvd., Chicago 6, Ill., makes the Force Paragon Model 1C Numbering Machine for numbering multiple carbon copies of forms. It has a hard rubber impression

12345

bed and a rubber base to reduce noise. Equipped with sharp faced 3/16″ gothic figures and six wheels, this machine will number consecutively, in duplicate or repeat. Complete information from above address.

EXECUTIVE DESK

Hillside Metal Products, Inc., 262 Passaic St., Newark 4, N. J., manufactures a complete line of quality Sterling

molded edge, island base linoleum top desks and tables. The DP60 Executive Desk (illustrated in 60″ x 32″ size) is

ink never cakes

Whether the B D C was used a week, a month, or even six months ago, this unique mimeograph is always ready to print instantly—without any special preparations whatever. There is no drum to clean, no ink pad to change. The ink never cakes or hardens, nor can it leak. The B D C is the perfect answer for irregular or infrequent mimeograph requirements. Whether used twice a day or twice a year the B D C is always clean, always ready to give inexperienced office workers professional looking copies that are printing press quality. Get the whole story on this revolutionary mimeographic design—*write for complete information. Bohn Duplicator Corporation, 444 Fourth Avenue, New York 16, New York.*

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ANTI-SLIP FLOOR WAX

West Disinfecting Co., 42-16 West St., Long Island City 1, N. Y., claims lower cost maintenance and improved appearance, on floor surfaces exposed to heavy traffic, for Super Westwax, a water-based floor wax. Fortified with Mirite, a durable and transparent plastic emulsion, Super Westwax contains No. 1 prime yellow carnauba wax which is not generally

used in the manufacture of industrial waxes. It dries to a hard lustrous sheen without buffing or polishing. Since it contains an unusually high percentage of solids, a single application usually is adequate for normal floor protection. Super Westwax has unusual wear resistance and provides a tough protective film that will not yellow or discolor light colored (even white) floors. Resistance to scuffing, water spotting, peeling and whitening are claimed to be excellent. Occasional damp mopping with plain water restores the finish, and a high

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Will that machine you buy be able to do *all* your office copying? Or will you lose time and money every time you run up against a job your machine just can't handle?

One type of machine is useless when it comes to copying from colored papers, from spirit duplications, or from originals which are opaque or have writing on both sides. Another type of machine will let you down if you want copies of printing or writing done in ink that does not have a carbon base. When your original has fine details or material set down in colored ink, another machine fails completely.

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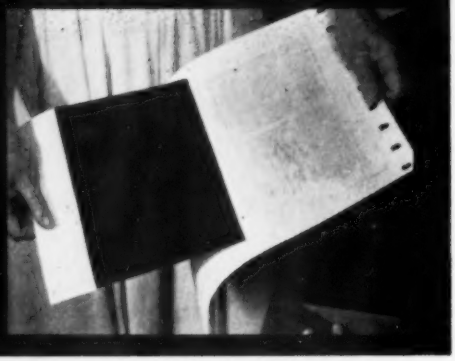

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lustre can be achieved by subsequent buffing or polishing. Re-waxing, when required, is simple because build-up of the protective wax film does not alter or mask the colors below. Super Westwax is listed by Underwriters' Laboratories as anti-slip.

COLD TYPE COMPOSITION

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., announces that Davidson Reditype can now be used to compose a full page of copy up to 17" x 22" without becoming involved in developing, printing, cutting or pasting. Reditype is a non-machine method of type composition which provides automatic type spacing dimensions and eliminates edge lines, fogging, retouching and opaquing. As a subsidiary of Mergenthaler Linotype Co., Davidson has the exclusive right to reproduce Mergenthaler Linotype display faces in Reditype. New faces have been added, most of them identical in design, depth and width with Linotype faces. Others are

original Davidson Reditype designs. Each character is bonded to an individual piece of tough, translucent vinyl acetate, is self-adhering and can be used repeatedly. A comprehensive booklet, "Reditype, the Revolutionary Cold Type

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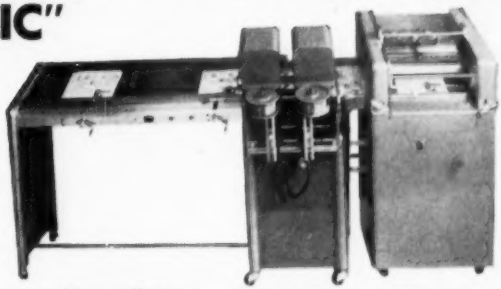

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for Display Composition," is available upon request from above address.

ACCOUNTING MACHINES

Underwood Corp., 1 Park Ave., New York 16, N. Y., announces exclusive Tan-Tone color styling on the full line of

Underwood Sundstrand and Underwood Elliott Fisher accounting machines. Noting a sharp rise in customer demand for color styling, machine cases have a two-tone finish, a dark and light shade of tan. All external parts are an eye-appealing, non-glare satin finish. The natural sequence 10-key keyboard on Underwood Sundstrand accounting machines utilizes color to simplify touch operation even further. Color is distributed over the keyboard to effect a proper balance and set aside rows of functional keys from operational keys. The result is less eye fatigue and more operating ease through color control. Machines, stands, shelves, drawer units and auxiliary tops, all in Tan-Tone, blend into a harmonious unit.

STENCIL ILLUSTRATIONS

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 31, Ill., have added another page in a series of die-impressed mimeograph stencils which includes seasonal artwork for illustrating sales bulletins, church announcements and special communications of various types. The catalog number of this page is 7500-17, indicating it is the 17th page in this series. Insets are placed in an opening cut in the stencil

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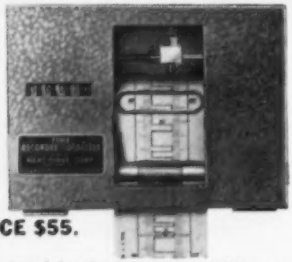

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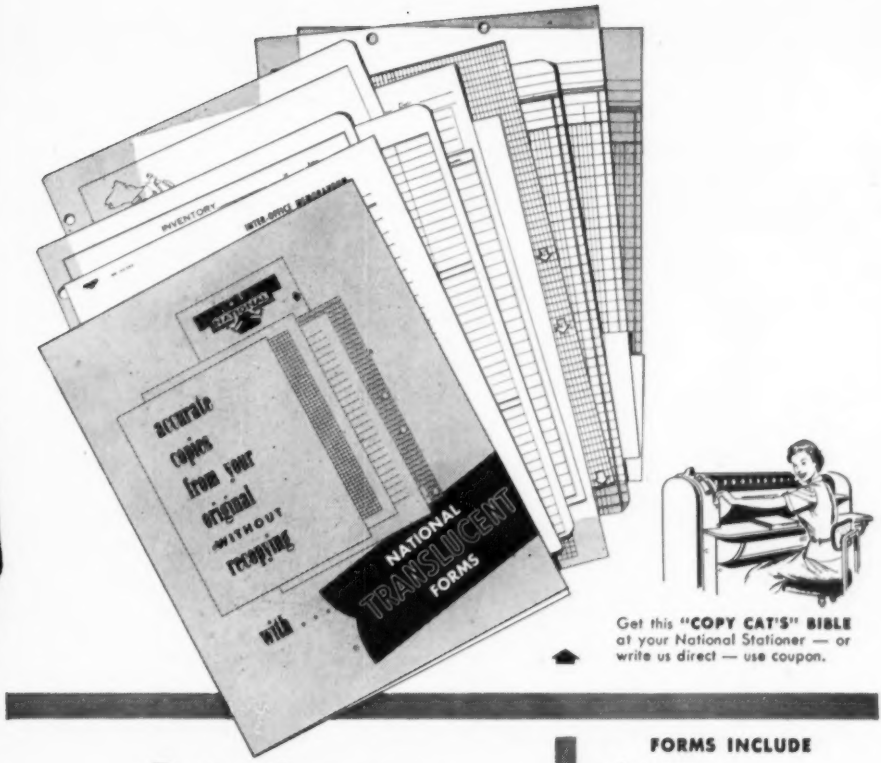
being prepared for use. Once cemented into place, the artwork is duplicated along with the regular copy. Illustration inset stencils also can be used as stencil-negatives when making offset plates.

TERMINAL DIGIT NUMBERER

Wm. A. Force & Co., 216 Nichols Ave., Brooklyn 8, N. Y., makes a modification of their Paragon 1C Automatic Hand Numbering Machine for terminal digit indexing. It will index papers with the proper break between digits required for terminal digit indexing. It may be used

for numbering in a fixed sequence, consecutive for single sheets or in duplicate for double sheets. When variable indexing is needed, the same assembly can be supplied in the Force Paragon 26A Lever Action Machine. Terminal digit indexing is supplanting the numeric system in which only the end of the file was open. With terminal digits, each of three groups (12-34-56) corresponds to three main divisions of the filing system when read from right to left. The whole filing system is in use. Gaps in the numbering sequence have no effect and a system will encompass a million folders. Modified Paragon 1C Automatic Hand Numbering Machines are specially assembled to or-



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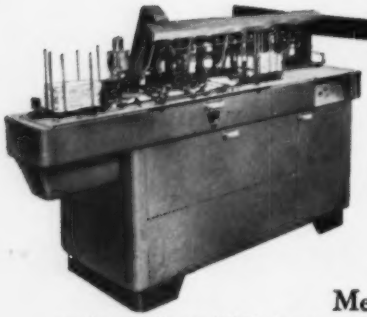

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der, but prompt deliveries are being made. Force terminal digit indexing machines also are available for flatbed and rotary printing presses to number forms as they are printed.

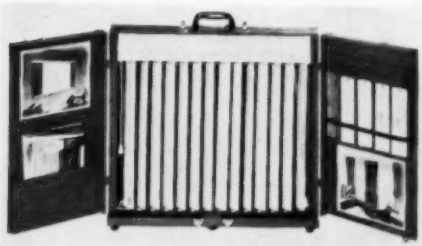
PLASTIC MENDER

Delkote, Inc., Box 1335, Wilmington 99, Dela., and Box 574, Berkeley, Calif., makes Book-Saver, a versatile liquid plastic which takes minutes to apply and dry but lasts indefinitely. It binds in-

voices, reports, correspondence, periodicals; repairs broken bookbindings and torn pages, letters and engineering tracings. A thin coating protects frequently thumbed file folders and index cards. $1.95 for 8-oz. jar or handy squeeze spray bottle. Write for literature describing uses.

SALES CASES

Knickerbocker Case Co., Dept. O-7, 501 W. Huron St., Chicago 10, Ill., offers a new catalog showing 99 styles and sizes



of standard business, salesmen, and servicemen cases plus 24 suggestions for special made-to-order cases. Because Knick-

"Bunn Machines help us mail millions of tariffs and time tables . . . on time"

says John J. Calderone of THE ASSN. of WESTERN RAILWAYS

"We tie and mail as many as 100,000 time tables and tariffs in a single day . . . efficiently and economically . . . thanks to our Bunn Tying Machines," reports Mr. Calderone, Manager of the Association's mailing department.

Regardless of size or quantity per bundle, Bunn Tying Machines adjust automatically . . . tie securely with slip-proof knot . . . never waste twine.

Remember . . . almost *anything* which can be tied by hand . . . can be tied with a Bunn Tying Machine . . . faster, better and more economically.

GET THE WHOLE STORY

Learn how these Bunn Tying Machines can help you save time, money. Write today.

BUNN

B. H. BUNN CO. Dept. OF-85

7605 Vincennes Avenue, Chicago 20, Illinois

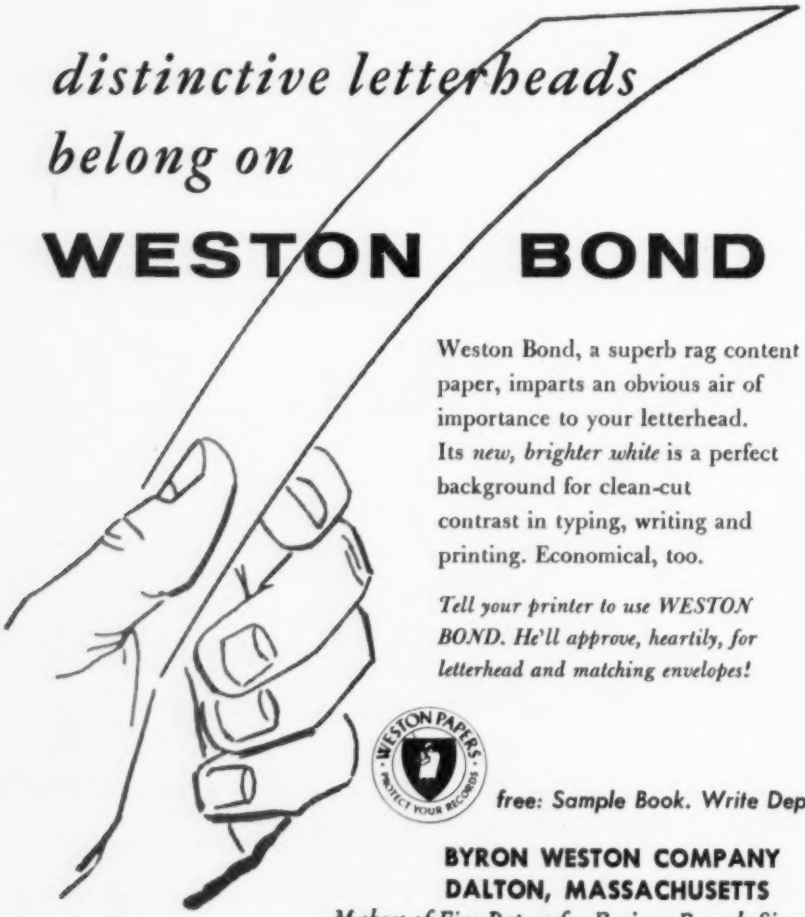
erbocker has been selling direct to industry for 55 years, their cases are designed to fill any need of salesmen or servicemen. If there is no standard case for the job, they will design and manufacture exactly the case needed. Their information data sheet contains questions to be answered, after which they will submit a sketch and price quotation free of charge. Part of the catalog is devoted to new materials in the case field, such as Royalite, an attractive high impact plastic. Molds for this material are so inexpensive that it is economically feasible to make as few as 100 cases, thus making it available for special sales cases and small run product cases. Write above address for the free catalog.

REVERSAL FILM

Ozalid, Div. of General Aniline & Film Corp., 171 Ozaway, Johnson City, N. Y., makes a film that bypasses pho-

distinctive letterheads belong on

WESTON BOND



Weston Bond, a superb rag content paper, imparts an obvious air of importance to your letterhead. Its *new, brighter white* is a perfect background for clean-cut contrast in typing, writing and printing. Economical, too.

Tell your printer to use WESTON BOND. He'll approve, heartily, for letterhead and matching envelopes!

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Makers of Fine Papers for Business Records Since 1863

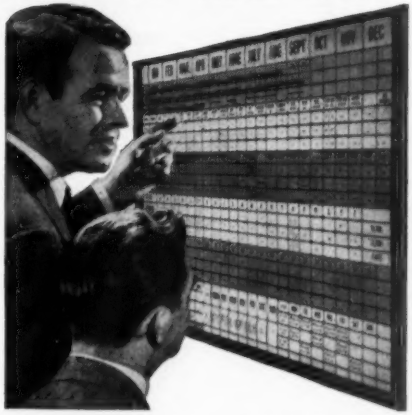
tographic processing steps to produce a positive image directly from a negative. Called Ozalid Reversal Foil, it can be exposed and developed in seconds in an Ozalid machine. Like all translucencies, it can then be used to reproduce any number of Ozalid copies. Reversal Foil will give positive reproductions of transparentized photostats and blueprints, as well as film negatives. Line, halftone, or continuous-tone originals can be copied quickly and inexpensively with the product, a .005" clear cellulose acetate. In the visual aids field, the product is used to prepare film transparencies for overhead projectors. For office duplicating equipment it is ideal for making Ozalith positive aluminum and paper offset plates for longer runs.

TIME, DATE RECORDER

Cincinnati Time Recorder Co., 1733 Central Ave., Cincinnati 14, Ohio, makes the Tym-an-Dater which automatically prints the exact time, date and other desired copy on papers as they are inserted.

It features electro-trip operation, Geneva geared type wheel advance, heavy cast iron case for stability, full clock face time indicator, hand engraved tempered brass type wheels and dies for sharp legible printing even through multiple

You Get Things Done With Boardmaster Visual Control



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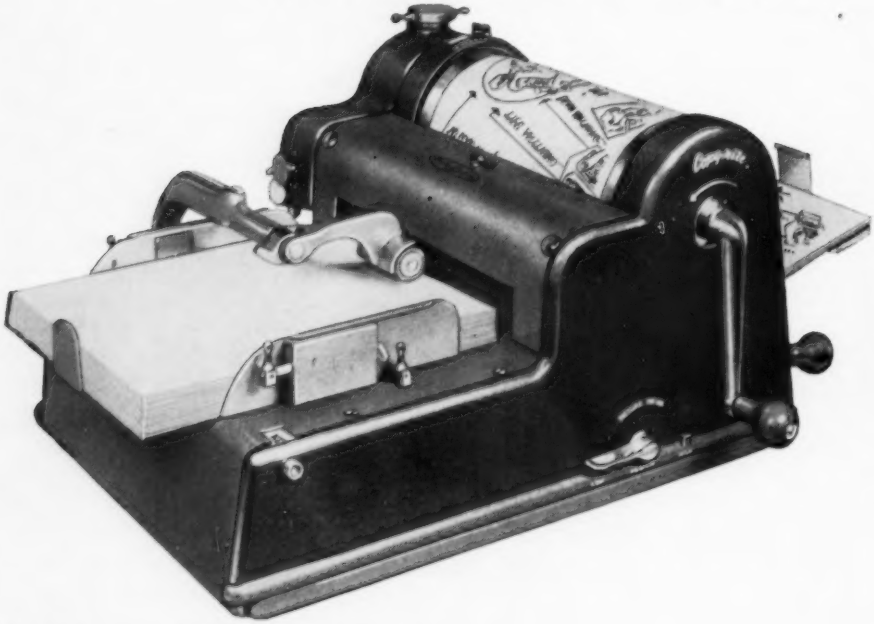

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- Instant starting
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A complete line of liquid process duplicators including electric models—from $157.50 to $349.50 —all plus tax. F.O.B. Chicago.

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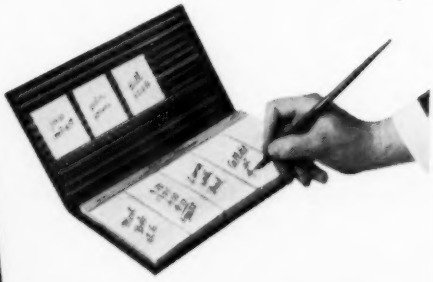
CHICAGO 14, ILLINOIS

carbon copies. Can be had with full-time and date, or date only. Illustrated literature from above address.

EXECUTIVE MEMO PAD

Goodyear Printing & Stationery Co., Dept. TF-8, 270 Lafayette St., New York 12, N. Y., now makes their Expaditer multiple desk pad with genuine top grain leather binding tooled in 24 kt.



gold. The Expaditer contains 400 writing surfaces at one filling and five separate sections are always available and in sight. Extra notes are held in view in the cover. Unit measures 5½" x 10½" and comes in saddle brown or forest green. In gift box with three extra refills, the leather bound Expaditer is $12.50; less in quantities of 25 or more.

TELEPHONE RECORDER

Magnetic Recording Industries, 11 East 16th St., New York 3, N. Y., makes the Voice-Master Ordertaker for the rapid handling of telephone orders. When

the outside party calls in his orders, he asks the operator to put him on the Ordertaker which records all information given to it by the person on the outside

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By working through your local Distributor or Printer exclusively, we have built a nation wide reputation for promptness and very fast service.

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P.S. To Printers and Distributors, we do not sell direct, only through you. Write on your letterhead for free catalog, no obligation.

"FACIT, ODHNER and HALDA

ARE KNOWN THE WORLD OVER. THEY WILL BE SOLD IN THE U.S. UNDER NO OTHER NAME. THERE WILL BE NO SUBSTITUTES FOR THEM..." .... Erik Ohlsson

Facit *Inc.* *404 Fourth Avenue, New York 16, MUrray Hill 4-5842*

POLICY STATEMENT

Dear Dealer:

What follows is a general description of our business policies of the present and our aim for the future.

From the very beginning at Atvidaberg, Sweden early in the 15th century, to the present day industrial giant -- product dependability and sound business ethics have spelled success in over 100 countries.

With this solid background, Facit Inc. has grown rapidly in the United States. Besides the famous FACIT calculating machine, our concern manufactures the ODHNER adding machine and the HALDA typewriter. They are distributed exclusively by us, and the complete line is sold and serviced nationally by dealers. These three business machines are known in the U.S. only as FACIT, as ODHNER and as HALDA - there will be no substitutes for them.

There has been and will continue to be an ever-increasing sales and advertising effort to promote our products, resulting in greater profits for our dealers. FACIT, ODHNER, and HALDA machines will be marketed under NO other name, and they will continue to serve efficiently the nation's business.

Erik A. Ohlsson
President

Sincerely,

Sincerely,

FACIT INC.

Erik A. Ohlsson
President

P.S. YOU, THE DEALER, have been responsible for the overwhelming sales success of our products. We at FACIT INC. thank you.

FACIT Calculators *ODHNER Adding Machines and Calculators* *HALDA Typewriters*

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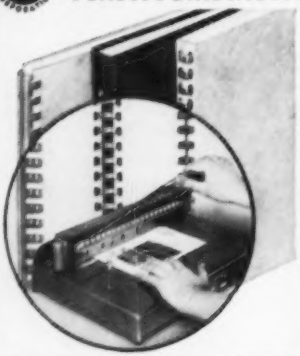

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line who talks at normal conversational speed without waiting for a person to keep up with him. Errors are eliminated since every word is recorded faithfully. The Voice-Master Ordertaker utilizes magnetic discs which are reusable indefinitely. An exclusive multiple loading feature permits stacking as many as six discs. A completed disc can be removed in a fraction of a second and the Ordertaker is ready again for immediate action. The Voice-Master Ordertaker meets all requirements of the telephone company, costs $155. Transcriptions are accomplished on the Voice-Master Companion which has variable speed control to slow down or repeat recording for transcriber's convenience.

MINIATURE TYPEWRITER

Lansdale Products Corp., Petite Div., Box 568, Lansdale, Pa., announces the Petite Miniature Typewriter specifically produced for the instruction of children. This is a true working machine with a full alphabetical keyboard and it can produce all forms of typing including

carbon copies and stencils. It has plastic keytops with clear characters, featherlight touch for speedy operation, precision typebar action and clear-cut type. Machine is 6⅛″ high, 10″ wide, 9¼″ deep. Carriage is 11⅝″ wide, takes standard letterheads. Weighs 8 lbs., colored gray and red.

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to do what Copyflex does . . . in minutes!

Desk Top Model 100 Copyflex copies originals 11 inches wide by any length. Makes up to 300 copies of different letter-size originals per hour $498.50

LOOK in almost any department of your company, and you'll find valuable personnel who are forced by paperwork to become "copy cats." Every day, in one case after another, they copy by hand the same original information from one departmental form to another. Every day, they take many valuable hours to do what Copyflex can do in *minutes* at far less cost, and without errors.

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2 NEW MIMEOGRAPHS
provide deluxe features at economy prices

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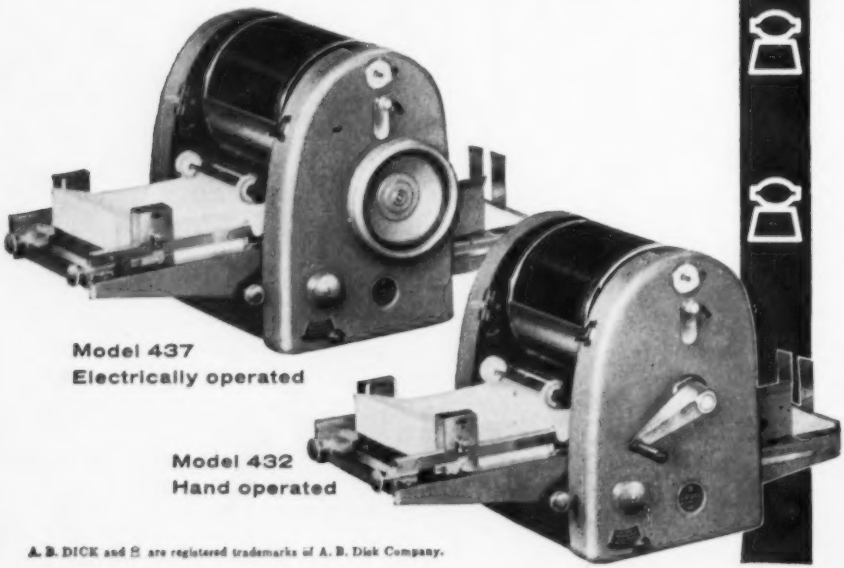

Model 437
Electrically operated

Model 432
Hand operated

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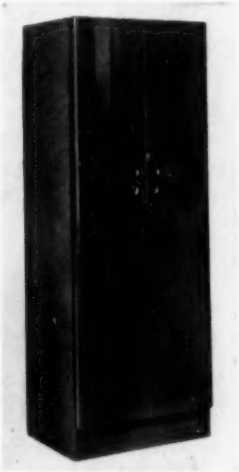
STORAGE CABINETS

Maine Mfg. Co., Nashua, N. H., makes the White Mountain line of heavy gauge, medium priced steel storage cabinets, wardrobes, bookcases, telephone stands, etc. Each piece is expertly constructed



and finished in hi-bake enamel in modern office colors. Illustrated is a double door cabinet with four shelves, No. 624-DD, which is 66" high, 24" wide and 21" deep. Doors have chrome handles, rubber bumpers and silent vinyl roller catches. Equipped with cylinder lock and keys, approximate shipping weight 90 lbs. An illustrated catalog showing all units in the White Mountain line is free from above address.

AIR CONDITIONING ANALYSIS

Serval, Inc., Evansville 20, Ind., has designed a one-sheet analysis form which tells how soon an air conditioning installation in an office building will pay for itself through increased employee efficiency. Servel sales representatives, by means of the form and a table listing the average number of working days requiring summer cooling in representative U. S. cities, can give prospective buyers figures on approximate savings.

In YOUR Office—

You may not be using LETTEREX, but at the rate our sales are going up, chances are your competitors are using it! Look into LETTEREX today.

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Write on your business letterhead for brochure of testing samples. Name of nearest distributor on request.

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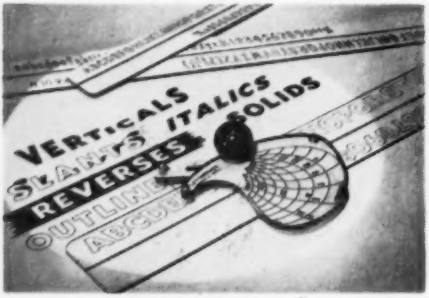
LETTERING GUIDE

Letterguide Co., Box 99, State House Sta., Lincoln, Nebr., makes the Letterguide Scriber for producing lettering on any surface including offset plates, duplicating stencils, transparent overlays, etc.



Letters can be reduced or enlarged, and slanted at angles up to 60°. Templates offer a wide range of letter and type styles from ¼" to 2", and can be continually reused. The Letterguide Scriber costs only $10.50; template prices average $10 to $12. Illustrated literature showing type styles is free from above address.

LOOSE LEAF COVERS

Ellingsworth Mfg. Co., 200 S. Peoria St., Chicago 7, Ill., offers a catalog of their complete line of Duo-Tang loose leaf covers. The colorful catalog con-

tains swatches of materials available and a handy color-selector chart to simplify selection of materials and colors for every requirement, such as catalogs, presentations, reports, price lists, theses,

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These are the staplers with the long reach—12 or 18 inches from edge of work. Fine for folders, reports, charts, promotion pieces.

4 WAYS TO MODERNIZE YOUR DESK WORK

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BOSTITCH B8S

Brand-new saddle stapler binds booklets, folders, advertising dummies of up to 128 pages. "Roll up" feature handles pages up to 12 inches wide.

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MARCHANT CALCULATORS, INC., OAKLAND 8, CALIFORNIA 0-8

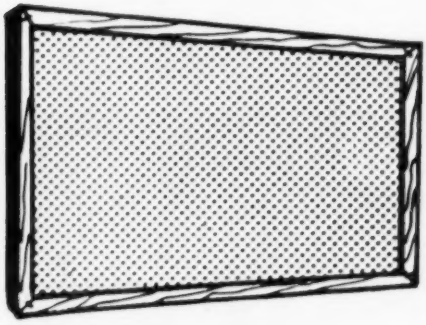
etc. It lists a number of new items, along with complete descriptions of the company's line of regular and special covers and supplies. Also shown are sales and merchandising aids for retailers. A copy may be obtained from above address.

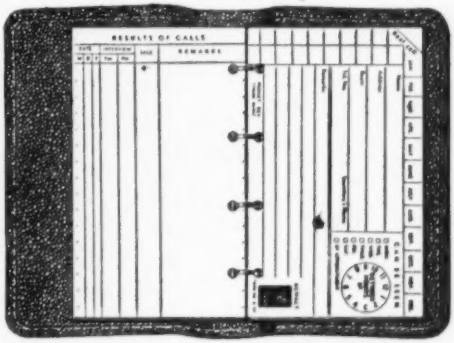
BULLETIN BOARD

General Scientific Equipment Co., Box 6798, Philadelphia 32, Pa., offers a Bulletin Board with self-sealing cork face over sturdy fiber board base to take thumb tacks without showing wear. The handsome natural oak frame has metal hangers. Available in two popular sizes: No. 300B, 18" x 28", $3.95 and No. 301B, 24" x 36", $5.45. For further information or trial order, write above address.

SALESMEN'S CALL RECORDS

Kamket Corp., 54 Winter St., Holyoke, Mass., makes the Pocket-Dex, a prospect





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Correct Mistakes in Any Language

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Increase Filing Efficiency
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INDEX NUMBERS

Come in five colored sets—170 to the set, consecutively numbered from 1 to 850. They hold firmly to any surface with finger-tip pressure—no moistening!

Available in red, green, blue, orange and black—for cross-indexing and ready reference.

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At your stationer's or write (no C.O.D.'s please):

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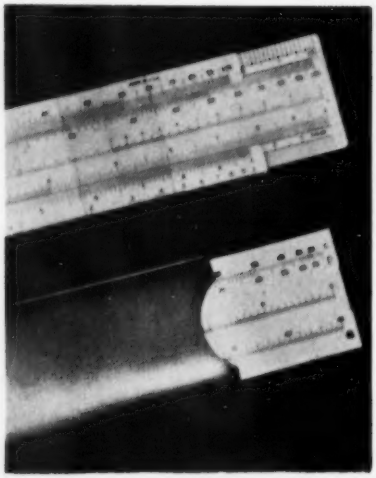
132 F West 32nd Street, New York, N. Y.

index with which salesmen can keep a complete record of calls, systematically classified on individual cards bound into the loose leaf book. The cards fit a desk card file and can be changed for each day's calls. A complete unit consists of cover and 20 cards; additional cards are available. Illustrated literature, showing how card record is used, is free from above address.

SLIDE RULE

C-Thru Ruler Co., 827 Windsor St., Hartford, Conn., makes a 10″ Slide Rule of sturdy plastic with the C-Thru laminated construction. It comes in a vinyl case finished to look like fine leather.

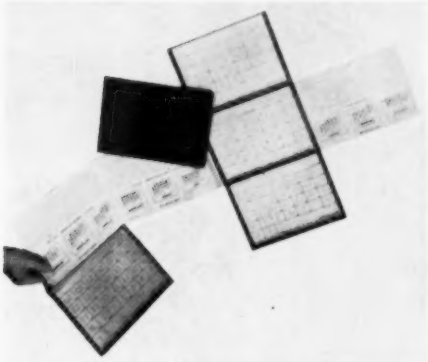


The rule has decimal equivalents, equivalents settings and a rule with both inch and metric scales. There are A, B, C, C', D and K scales on the face side; and log, sine and tangent on the back of slide rule. Instructions for use are included. List price is $1.80, low for a rule of this quality and precision construction.

TIME PLANNER

Planno, Inc., 909 S. Westmoreland Ave., Los Angeles 6, Calif., makes the Planno annual time-planning guide consisting of three parts: a year-at-a-glance

planning calendar, an adjacent section for outlining in advance objectives to be achieved each month and each quarter, and space to work out a re-allocation of time so that objectives may be accomplished. It resembles a booklet 8¾″ x 12¾″ and about ¼″ thick. Made with



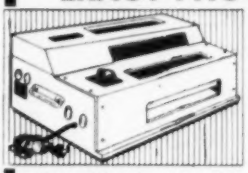
spiral bound multiple wings, it opens in successive folds. When all wings are opened to reveal the full year, it is 47″ x 25″ in size. For studying plans of a single quarter it is only necessary to open it to 12¼″ x 25″. When working with a single month, it maintains its folded size of 8¾″ x 12¾″.

FOR THE LADIES

Eze Co., 17640 Fonthill, Torrance, Calif., makes the Telaeze which snaps

over the telephone receiver and allows women wearing earrings to get clear re-

NEW! Bantam Model
EXACT-PHOTE-COPY



DRY
Process Unit

Gives you DRY photo copies in your own office or plant in seconds.

Light Weight Portable $225.
low priced at only
Use it anywhere. 100% portable. Weighs only 22 lbs.

ONE UNIT DOES EVERYTHING
and does it *automatically!*
- No darkroom
- No fumes
- No washing
- No fixing
- No drying
- Simple to operate
- Get 60 to 90 copies per hour
- 9″ wide x any length
- 1-side or 2-sides

MADE IN U.S.A. LIFETIME GUARANTEE

WRITE FOR FREE CATALOG

GENERAL PHOTO PRODUCTS CO., INC.
15 Summit Ave., Chatham, New Jersey
Specializing in the manufacture of dry and wet process photo copy equipment & supplies.

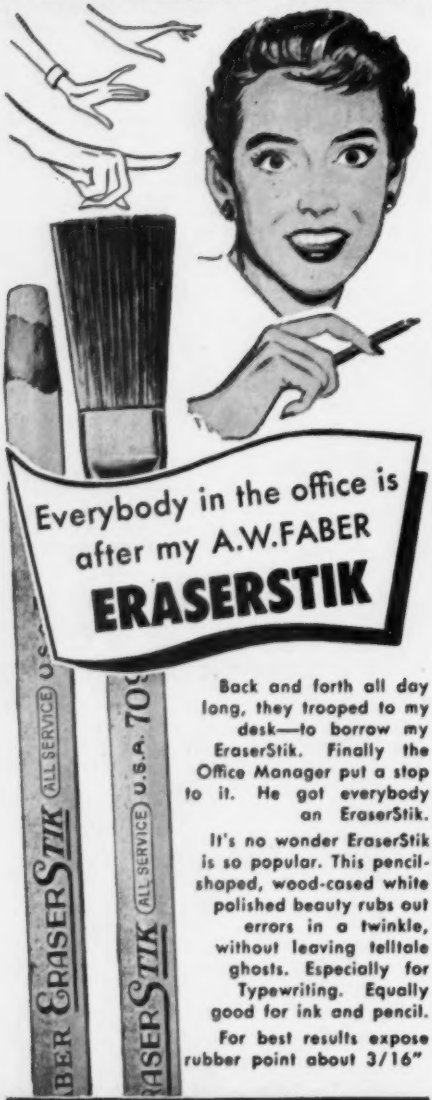
MODERN BEAUTY STYLED IN WOOD by WORDEN of HOLLAND

3060 SERIES
58″ x 32″

WRITE FOR CATALOG AND DETAILS

the **WORDEN** *company*
HOLLAND MICHIGAN

I'M A MARKED WOMAN



ception without annoyance or removing an earring. Made in red, blue, green, ivory and black plastic for F-1 and G-1 phones; retails at 80c.

DIAZO DRY DEVELOPER

Technifax Corp., 195 Appleton St., Holyoke, Mass., announces the Technifax Dry Developer for ammonia development of diazo (whiteprint) materials. Designed for firms having ultra-violet type printers, vacuum frames with ultra-violet light, blueprint machines or diazo-moist printers, as well as arc

lamps and vacuum frames. The latter equipment, widely used in the graphic arts industry, can be used in conjunction with the Technifax Dry Developer for proofing process color separations because it will process diazo color films, and also 25 different types of papers, cloth and films. It provides users of diazo-moist printers with the advantages of both processes. Accommodates material up to 24" wide and operates at a speed of 6 ft. a minute. Has durable Fibreglas cabinet, trouble-free ammonia system, built-in Technifax Slip-Screen, adjustable thermostat heat control, double evaporating tray, low ammonia consumption, and provides rapid development. Weighs only 62 lbs. Additional information from above address.

STATIONERY CATALOG

Horder's, Inc., 231 S. Jefferson St., Chicago 6, Ill., have published their largest catalog, an encyclopedia of office supplies and equipment, covering some 20,000 items.

8th ANNUAL

International Systems Meeting . . . Workshop for Management

SHERATON-CADILLAC HOTEL
DETROIT
OCTOBER 10, 11, 12

GENERAL SESSIONS will hear experienced authorities on Organizational Planning—Measuring Office Work for Incentives—Training Personnel for Electronics — Operations Research Techniques—Quality Control—Selecting Communication Media—Procedure Writing — New Electronic Developments — Records Management—Installing a Large Computer—How to Listen—Punched Card Yardsticks—Management Improvement Programs—Streamlining Procedures — Management Reporting Methods—Applying Statistics to Systems.

IN-PLANT SEMINARS at Ford Motor Company, Chrysler Corp., Burroughs Corp., General Electric—Carboloy, Michigan Bell, Wayne University, City of Detroit, General Motors Tech, Argus Cameras, Michigan Hospital Service, Standard Accident Insurance Co., Evans Products, Ford of Canada.

YOU CAN TAILOR THIS CONFERENCE TO YOUR SPECIFIC NEEDS AND INTERESTS! There's a wealth of value here for you but you must register at once. Write today for a copy of the complete program and registration forms.

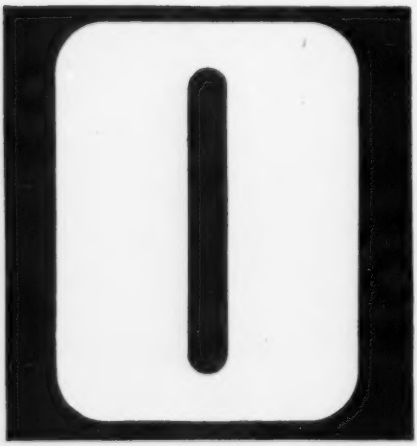
FULL-DAY SEMINARS on forms control, work simplification, organizing a systems and procedures dept., work measurement, conference leadership, organizational planning, making an electronic survey; applying electronic data to payroll, to billing and accounting, to production planning and material control; integrated data processing; operations research, its organization and application to inventory management, production control, marketing and distribution, and to purchase vs. make costs.

EXHIBITS of the latest, most talked-about equipment.

SYSTEMS & PROCEDURES ASSOCIATION OF AMERICA

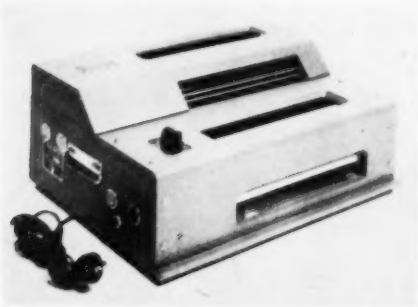
Mr. Dar E. Tisdale, General Chairman
Pioneer Specialty Co., Dept. O, 6537 Russell St.
Detroit 11, Michigan

The Olivetti Automatic Carriage Printing Calculator calculates, prints desired figures on business-forms, moves to the proper columns—all automatically. Performs a series of selected operations; the series can be quickly changed; each individual operation can be varied in 173 ways. With platen split, it also prints on tape. Write Dept. FL, Olivetti Corporation of America, 580 Fifth Avenue, New York 36, New York.



PHOTOCOPIER

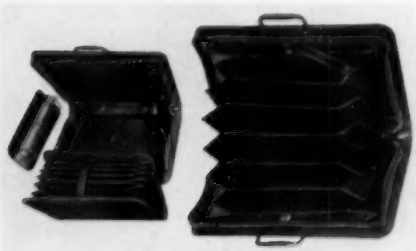
General Photo Products Co., 15 Summit Ave., Chatham, N. J., makes the portable Bantam Photo Copy Machine which weighs only 22 lbs. and requires no exhaust pipe for fumes. It can be easily carried by grasping a convenient handle on the side. The Bantam, an automatic dry process, one-unit machine,



needs only to be plugged into an electrical outlet. No darkroom is required, and there's no washing, fixing or drying. It makes up to 90 copies per hour on sheets up to 9" wide by any length, one or two sides. Anyone can operate it. Firms using color codes on their forms can use the Bantam to make photocopies from color without loss of definition. By using color developer, any color background can be made. Complete information from above address.

TRIPLE-DUTY BRIEF CASE

Carlton Brief Case Corp., 736 Broadway, New York 3, N. Y., makes the Triplet Brief Case which is 19" long,



PEERLESS IMPERIAL

Carbon Paper Ribbons

make impressions that count!

When an important piece of business depends upon a letter—make a good impression with a PEERLESS IMPERIAL Carbon Paper Ribbon.

This fine rag tissue is strong enough to prevent cutting through. It turns out clean, uniform, dignified letters that even Mr. Grouch will approve. Try a few ribbons. Order from your Dealer or write to us.

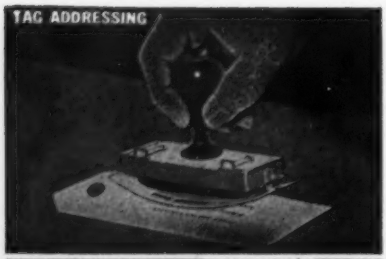
PEERLESS IMPERIAL CO., Inc.

General Office and Factory:

36 Peerless Place, Newark 5, New Jersey

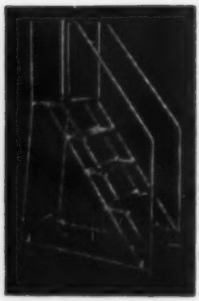
N. Y. Office: 13; 110 Franklin St.

Detroit 18, 37 Linden St., River Rouge, Michigan



All this and more with the ORIGINAL Hand Stamp Stencil Duplicator. At Office or Shipping Room Supply Dealers.

MULTISTAMP
STENCIL DUPLICATOR ®
MANUFACTURED ONLY BY THE MULTISTAMP CO. NORFOLK, VIRGINIA



COTTERMAN TUBULAR WELDED STEEL SAFETY LADDERS
For Filing Rooms, Stock Rooms, Vaults. Strong—Easy to Move, Easy to Climb.
Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 7 heights—3 widths. Send for Circular S3-O and prices.
I. D. COTTERMAN, Mfr.
4535 N. Ravenswood Ave.
Chicago 40, Ill.

12½" high and 3" wide. It opens fully with zipper on three sides and has slide-in handles. An 8-pocket accordion file, which can be used as a separate unit or attached inside the brief case, has its own handle. Also there is a detachable 2" ring binder for the brief case, making the Triplet a three-in-one brief case for a wide variety of uses. Made of vinyl plastic at approximately $25. Also available in top grain cowhide leather. Further information from above address.

DESK SET

Alba Art Studios, 2214 S. Michigan Ave., Chicago 16, Ill., makes the Timeliter 56 which combines an electric clock, cigarette lighter, lamp, ash trays, pen set, and miniature spigots. Of all metal design, the base contains guaranteed self-starting Underwriters approved electric clock. The lighter is built into a phone-like receiver and lights instantly by pressing a button. It uses no fuel or

flint and is an entirely separate unit connected on a 30" extension cord to enable the user to offer the lighter to a person across the desk. The reflector lamp is easily focused and swivels in all directions. The sink trays serve for ashes or odds and ends. The pen set, ballpoint or regular, is mounted to the base on swivel holders. The ornamental spigots are a humorous novelty. The Timeliter 56 operates automatically on 115-volts, 60 cycles AC, 100 watts. Retails from $4.95 to $49.95, depending on model, finish and quality of pens.

NEW • FASTER • EASIER • Automatic!

Destroys Old Papers and Records with No Hand Feeding

The new "SILVER EXECUTIVE AUTOMATIC" Paper Shredder is the first stack feed machine . . . feeds itself automatically! Shreds confidential papers, records, time cards into 1/4" strips—in seconds. Machine is a typewriter-size, portable desk model with full 1/2 HP motor. Safe, easy to operate. Many sizes. Write today for details of 10-DAY FREE TRIAL.

INDUSTRIAL SHREDDER & CUTTER CO.
103 MILL STREET . . SALEM, OHIO

BLITZ

Your paperwork problems with an integrated management service. A plan that offers all or any one of the following services to assure your company timely quality paperwork at minimum costs:

PAPERWORK MANAGEMENT AND WORK SIMPLIFICATION SEMINARS

SYSTEMS FOR:
Forms Control and Design
Reports Control
Correspondence Management
Operating and Policy Manuals
Mail and Files
Streamlining Creation of Records
Proper Use of Office Equipment and Space
Disposing Non-Current Records
Operating Record Depositories

WRITE MILTON REITZFELD, PAPERWORK SPECIALIST, AT:

2233 Baylis Avenue
Elmont, New York

SAVE TIME - MONEY

Use Atlas

Complete Vertical Filing Systems for

- NEGATIVES
- OFFSET PLATES
- STENCILS
- X-RAYS
- ART WORK
- SWATCHES

The efficient, economical method of filing. Write for complete information on Atlas Files and Patented Hangers.

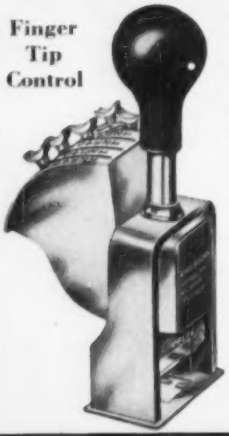
NEGA-PLATE HANGER

ATLAS STENCIL FILES CORP.
16716 Westfield Avenue
Cleveland 10, Ohio

AMERICAN SPEED SET

Gear Construction Numbering Machines

Finger Tip Control



Model 43

Wheels engraved with figures, letters, fractions, etc.

Any Number Quickly Brought Into Printing Position

WRITE FOR SPECIAL FOLDER

AMERICAN NUMBERING MACHINE CO.
ATLANTIC AND SHEPHERD AVENUES
BROOKLYN 8, NEW YORK
Branch—105 W. Madison St., Chicago 2, Ill.

PHOTOCOPY PAPER

American Photocopy Equipment Co., 1920 W. Peterson Ave., Chicago 26, Ill., has developed Sensi-Trol 56 to balance and control variances in light, temperature and other operating conditions in copying with any type photocopy equipment. This makes the job easier, faster

and surer for more consistent results in photocopying any type or color original under a wide range of operating conditions. Apeco Sensi-Trol 56 papers eliminate waste and produce blacker blacks on whiter whites with no quality dissipation from heat or filing. A folder contains sample swatches of the complete Apeco line of photocopy papers is free from above address.

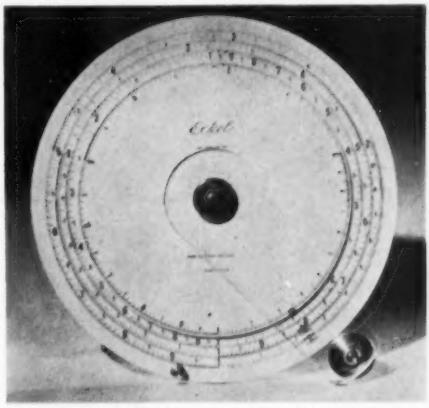
STEEL DESKS

Remington Rand Inc., 315 Fourth Ave., New York 10, N. Y., announces the Aristocrat Steel Desk Line, built in their own plants, designed to meet newly developed ideas in office design and decor. In addition to the exclusive Remington Rand Grayrite color, all units will be available in Heather Beige and Surf Green with other colors available on a special basis. All edges and corners of Aristocrat products, both inside and out, are rounded and smooth, and appearance of the desks and the tables is further enhanced by drawer pulls with a recess behind the pull for added finger room.

Tops, pedestals, drawers, panels, back panels and bases are available as basic units and can be assembled to produce different sizes and types of desks and tables. This also simplifies replacement of units damaged in use. Tops are heavy gauge furniture steel, reinforced underneath with inverted box channels and specially formed steel members to provide greater rigidity and sturdiness; covered with linoleum harmonizing in color with the finish of the desk and permanently cemented to the steel top. Literature from above address.

CIRCULAR SLIDE RULE

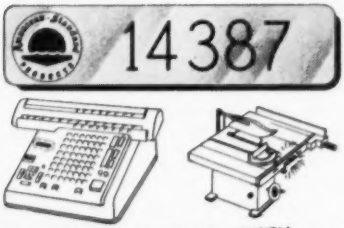
Lithocalculator Co., 31 St. Joseph St., Arcadia, Calif., offers the Eckel Layman's Calculator, a circular slide rule on which computations are made by simply dialing the numbers with the cursor. The cursor is lockable. Scale division numbers face the operator as on a clock dial. The answer never runs off the scale, and is always read at the same stop position. Scales are identified on the cursor and held to a minimum for a maximum of calculations. Average scale length is 17". Division lines are on white faced metal,



precision spaced and of precision fineness. Deci-trigonometric scales are on the back. Price $9.95 postpaid from above address.

SERIALLY NUMBERED
Autographs®
"The Tags that Perfect Property Control"

SAY METHODS & SYSTEMS MEN



SOLVENT-ACTIVATED ADHESIVE BACKING THEY Stick!

"Found! The vital link that perfects property control. One type of tag, one method of mounting, uniform "out-front" placement and legible numbers . . . outstanding attributes of this innovation in the tagging of furniture, fixtures and equipment."

NO SCREWS, RIVETS, TACKS OR TOOLS

Lustrous .016" Satin Aluminum "SERIALLY NUMBERED AUTOGRAPHS" are much more durable than foil or paper labels . . . more impressive and easier to use than conventional "tags." Simply brush solvent on the adhesive backing and press into place with your fingertips. Mount them in seconds on both smooth and crackle finish surfaces.

WRITE TODAY
for FREE booklet, "HOW TO PERFECT PROPERTY CONTROL." We'll include "try before you buy" samples.

METALcraft INC.
MASON CITY, IOWA, U. S. A.

PAPER PUNCH

New England Paper Punch Co., Natick, Mass., announces that eye-appealing colors and individual display cards for

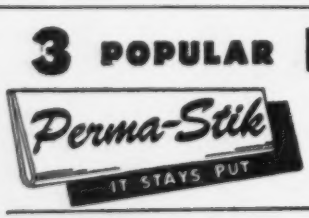
each unit have stimulated the sale of their Clix One-Hole Paper Punch. Now available in assorted colors, each Clix Model 100 One-Hole Paper Punch is mounted on its own stand-up display card, ideal for self-service selling and counter or window display. Packed one dozen to a carton. Suggested retail price is 60c each.

PAPER GLUE

Glutex, Inc., 2063 East 37th St., Brooklyn 34, N. Y., makes Glutex adhesive, featuring a ball valve applica-

tor on the tip of the collapsible metal, and said to effectively bond paper to wood, glass, metal, acetates, plastics, tile,

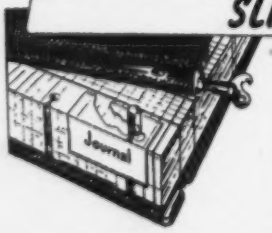
3 POPULAR LABELING PRODUCTS



PERMA-STIK, the self-adhesive tube or strip-like label holder that is now open on three sides for greater utility. It will hold a card many times its own width. Very easy to use.
FOR BINS AND SHELVES—Available in three sizes.
PS-½ ½"x6" 30c per ft. PS-¾ ¾"x6" 35c per ft.
PS-1 1" x 6" 40c per ft.

FOR RING BINDERS
Smooth finished, durable metal construction—celluloid window protects and keeps label clean. Neat uniform appearance—lasts indefinitely.
SO-1 for 1" Ring Books.....25c each
SO-1½ for 1½" Ring Books 30c SO-2 for 2" Ring Books 35c

SLIP-ON LABEL HOLDERS



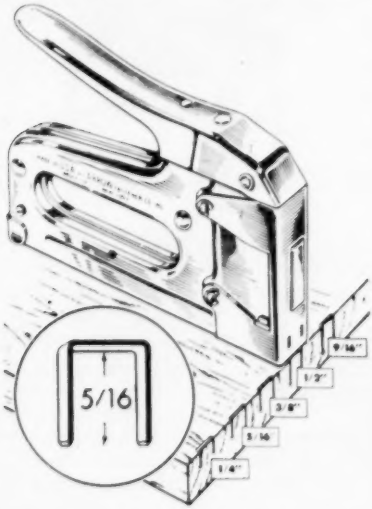
FOR POST BINDERS
There is a Vinyl Plastic Label Holder for every type of open back binder. Will not warp or curl—made to Slip-On any size post.
PBS—½" x 2½" .....$0.20 each
PBM—1" x 2½" ..... .25 each
PBL—2" x 2½" ..... .30 each

OFFICE PRODUCTS, INC.
9920 Freeland Ave. Detroit 27, Michigan
West Coast Distributor: Arch K. Ansty
171 2nd St., San Francisco 5

leather and other articles. Primarily for use with paper, it is an instant-drying, pressure-sensitive, rubber-base, liquid adhesive. It is nonflammable and nontoxic and, while it grips firmly, it can be peeled apart. Excess glue can be rubbed off with the fingers. Glutex comes in 1-oz. and 3-oz. tubes and retails for 59c and 98c, respectively.

5/16″ STAPLE

Arrow Fastener Co., 1 Junius St., Brooklyn 12, N. Y., has added a 5/16″ leg length staple size to their line of No. T-50 Gun Tacker Staples. This staple size was produced for specialty trades, industry and do-it-yourself applications as insulating, ceiling tile, siding, roofing,



upholstering, flooring, packing and shipping, etc. Manufacturer claims that many applications require a specific size staple for best results and using a longer leg staple than is necessary may not drive the staple home flush. Thickness of material should be measured to allow approximately 3/16″ for penetrating wood. Addition of the 5/16″ staple size now makes available five sizes: ¼″, 5/16″, ⅜″, ½″ and 9/16″ for most every nail-

1 Numbering Machine
10 Jobs go Faster . . .

FORCE 150

Automatic, all-purpose numbering machine speeds up dozens of everyday jobs in office or plant. (Provides consecutive, duplicate or repeat numbering.) See your dealer or let us send our catalog *"How to Select a Numbering Machine."*

Specify FORCE for the Finest

WM. A. FORCE
A COMPANY INCORPORATED
216 NICHOLS AVENUE, BROOKLYN 8, N. Y.

3 PHONE PROBLEMS SOLVED

1. *Safeguarding privacy.*
2. *Quieting the office.*
3. *Better hearing—noisy places.*

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
HUSH-A-PHONE
65 Madison Ave.
Room 710
New York 16

Cleans type CLEANER! Handy dauber whisks away dirt and goo in seconds! Non-inflammable, absolutely safe; slow-evaporating, hence economical. Look for the smart new orange-and-blue carton on your dealer's shelves.

CONTAINS NO CARBON-TETRACHLORIDE

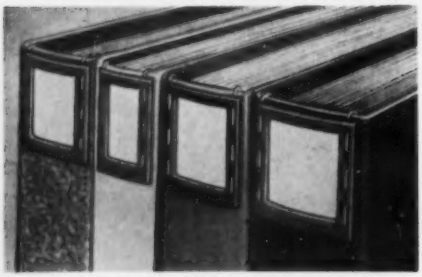
60¢ at all stationers and typewriter dealers

Kolor Klip

RING BOOK LABEL HOLDERS

give you

36 DIFFERENT COLOR INDEXING CODES



Fit all ring books. Made of finest plastic and guaranteed for years of use. Six different color frames are available with an assortment of color or white inserts. Write for literature and prices.

PERMA PRODUCTS CO.
Box 625, Detroit 6, Michigan

ing application. All No. T-50 Tacker Staples are wedge-pointed and made of .050 gauge wire.

CHANGEABLE CHAIRS

B. L. Marble Chair Co., Bedford, Ohio, makes the Convertible line of swivel, arm and side chairs designed by Gordon Hrach. Chairs' seats and backs can be removed and replaced with a screwdriver. Made in choice of wood or upholstered seats; and backs that are

upholstered, solid or pierced wood (Swedish Modern). Upholstered seats have foam rubber covered with choice of 70 leathers, 20 Naugahydes, 36 Schumacher fabrics, grospoints or Bedford cords. User has hundreds of possible color combinations and dealer can give immediate delivery from stock, at regular price. Color combinations later can be changed at low cost if user redecorates. Dealer's inventory investment is relatively low. Complete information from above address.

PAPER CUTTER

Michael Lith, Inc., 145 West 45th St., New York 36, N. Y., offers the Michael 14″ Professional Paper Cutter which is operated manually and will cut a 2″-thickness of paper sheets. Of all steel construction with detachable, hollow ground blade, automatic safety latch,

balanced lever and adjustable back gauge. The cutter is 26″ wide, 22½″ deep and 34¼″ high including handle.

Cutting width is 14⅛″. Inside cutting length, knife to back gauge, is 13¾″. Prices at $198 f.o.b. N.Y.C.

Ideal BUSINESS GIFT

Desk Organizer

Keep things at your fingertips

Slim for desk • Flat for travel

- avoids desk clutter
- genuine vinyl plastic, looks just like the heavy-grained, fine calf leather
- executive black, brown, navy blue
- 9¾″ x 11¾″—accommodates letter size stationery
- with strip of gold-leaf for personalized signatures or individual name, gold stamped on cover

Samples available by request on business letterhead. $3.50 postpaid.

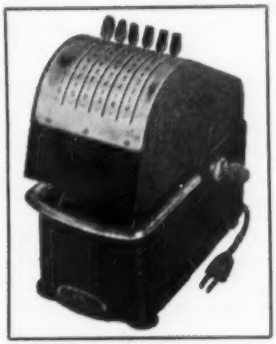
Srolite CORPORATION
11 White St., N. Y. 13, N. Y.

AJAX

QUICK-SETS

MODERN ACCURATE DEPENDABLE

Ajax Quick-Sets are designed for the rapid change of numbers, letters, etc. from one combination to an entirely different one.
Machines are extremely reliable and positive in nature. Can be supplied with changeable word cylinder, changeable slides or fixed die plates. Wheels and plates engraved to order with any reading matter desired.
Locating guides and special platforms for proper registration on all kinds of business forms can be furnished.
Send for complete catalog on all types of timing, dating and numbering machines.



AJAX TIME STAMP CO., INC.
Manufacturers 368 BROADWAY, NEW YORK 13, N. Y.

NEWS of the Office

NACA Elects Israel

Charles R. Israel

Charles R. Israel, treasurer, Aero Mayflower Co., Indianapolis, was elected president of National Assn. of Cost Accountants for 1955-56. The following were elected vice presidents: Sterling K. Atkinson, vice provost and treasurer, Temple University, Philadelphia; Thomas P. Fleming, controller and assistant treasurer, Richards-Wilcox Mfg. Co., Aurora, Ill.; Milton Hudders, vice president, secretary and treasurer, Recording & Statistical Corp., New York; Moritz E. Pape, general auditor, Pacific Division, Consolidated Chemical Industries, Inc., San Francisco; Robert C. Perry, controller, New Products Division, Corning Glass Works, Corning, N. Y.; Nicholas St. Peter, divisional controller, Hyatt Bearings Div., General Motors Corp., Harrison, N. J.; J. Kiernan White, assistant secretary-treasurer, Murray Co. of Texas, Dallas, and Leonard O. Zick, president, treasurer and general manager, Allen Electric & Equipment Co., Kalamazoo, chairman of the board of C. M. Hall Lamp Co., Detroit and a director of Canadian Motor Lamp Co.

Annual Systems Meeting

The Systems & Procedures Assn. of America, "the workshop of scientific management," has announced Detroit as site for its 8th International Systems Meeting. General chairman for the conference to be held at the Sheraton Cadillac Hotel, Oct. 10-12, is Dar E. Tisdale, Pioneer Specialty Co., Dept. O, 6537 Russell St., Detroit 11. Assisting him in preparations for an expected 1500 registrants are Lawrence M. Peck and Edward C. Hagen, general vice chairmen. Overall program planning chairman is Frank W. Engle. Program for the general sessions has been arranged by Robert E. Valade. David D. Merriman is in charge of seminars. William A. Boesch is in charge of 50 systems exhibits to be displayed at the conference. Louis C. Doyle will handle finances; James E. Myers, publicity. Myron D. Higbee will handle publication of the program. Wendell E. Morris will coordinate hotel and industrial seminar arrangements. Other committee chairmen are William E. Renner and George H. Rule. Wendell Fathers is secretary of the planning committee and vice chairman for registration and finance.

Electronics Symposium

Electronics and Automatic Production will be the theme of a national symposium on current technical developments, social and economic implications and the outlook for automation, Aug. 22-23 in San Francisco. Jointly sponsored by the National Industrial Conference Board and Stanford Research Institute, the meeting will precede the annual Western Electronic Show and Convention scheduled for San Francisco the same week. Details from National Industrial Conference Board, 247 Park Ave., New York 17.

Records Conference

Robert A. Shiff, president, National Records Management Council, announced that the 2nd Annual Conference on Re-

your Traveling Man is your Company

GIVE HIM THE PRESTIGE AND STATURE OF TRAVELETTER SYSTEM CREDIT

Is your company alert, aggressive, proud of its products and reputation? Then, naturally, you want your traveling man to reflect these characteristics. In order to do so he must develop the feeling of being an executive.

Traveletter helps accomplish this. By enabling your traveling man to reimburse himself, it implies your confidence in him, puts him on the management team. It saves his time, eliminates any need for self-financing. It has been shown time and again to build morale, improve attitude, increase efficiency.

The Traveletter System, moreover, is foolproof and completely safe. It has further benefits for you in that it simplifies home office accounting, reduces cash advances, ends the need for expense checks, and gives you greater control over travel expenses. Used by large and small American industries for more than 60 years, its renewal rate among users is greater than 96.5%! Here are the names of a few of those users —

Hughes Aircraft Co.
GMC Truck & Coach Division
Bayer Co.
Wyeth Laboratories
Wm. Wrigley, Jr., Co.
International Cellucotton
Valspar Corp.
American Machine & Foundry Co.
The Bristol Co.
The Foxboro Co.
Olin Mathieson Chemical Corp.
Pocket Books, Inc.
Davis & Geck, Inc.
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We'd like to send you a fully descriptive brochure that will show you specifically how Traveletter can directly benefit your traveling men *and* your company. Write Traveletter Corporation, Greenwich, Conn.

T R A V E L E T T E R

SINCE 1894

now...

erase errors magnetically as you DICTATE

with the new Comptometer® magnetic dictation machine

Here is the greatest improvement in dictation's 68 year history! Dictate as easy as talking. Make an error—re-word a phrase? It's no problem. Simply backspace and re-dictate the new or correct thought. It is recorded as the old erases itself, magnetically. You'll hand your secretary perfect dictation she will transcribe faster and better. Only magnetic dictation gives you this new freedom and simplicity.

RE-USABLE BELTS NEVER WEAR OUT!

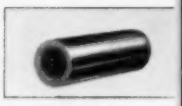
Comptometer's Erase-O-Matic belts, made from miracle Mylar*, can be re-used thousands of times—a tremendous economy. They renew themselves, magnetically, in just three seconds, without removing from machine.

HI-FI VOICE REPRODUCTION

Comptometer's magnetic dictation means high fidelity—true, authentic reproduction of your voice, making it easier to understand for faster, more perfect transcription.

*DU PONT'S TRADEMARK FOR ITS POLYESTER FILM

DICTATION'S GREATEST TRIUMPH!



1887

The first dictation machine with fragile wax cylinders that had to be re-surfaced.

1939

The first record type dictation. Disadvantage: costly, breakable, only one use.

1948

First flexible plastic belt. A definite advance, but still costly, one use.

YOU ARE INVITED TO TRY THIS YEARS-AHEAD COMPTOMETER IN A FREE OFFICE TRIAL OR DEMONSTRATION

Comptometer Dictation Division
Felt & Tarrant Mfg. Co.
1715 Marshfield St., Chicago 22, Illinois

Gentlemen: Without any cost or obligation please arrange:
- ☐ FREE DEMONSTRATION
- ☐ FREE 10 DAY TRIAL
- ☐ Send complete information

NAME ..... TITLE .....

COMPANY .....

ADDRESS .....

CITY ..... COUNTY ..... STATE .....

★ TODAY

The amazing Comptometer Erase-O-Matic belt. Never wears out, can be used indefinitely, errors can be erased magnetically.

The new Comptometer Dictation-Transcription Machine, the world famous Comptometer Adding-Calculating Machine and the new Comptograph 10-key Calculating-Adding Machine are products of Felt & Tarrant Mfg. Co., Chicago 22, Ill.

cords Management will be held Sept. 19-20 at New York University. This year it will highlight the integration of paperwork controls, with emphasis on the role of electronic equipment. Details from NRMC, 555 Fifth Ave., New York 17.

Helps Boys

William G. Lee, office manager and assistant secretary, Bell Savings & Loan Assn. and long active in the Office Management Assn. of Chicago, was elected president of the Optimist Club of Chicago. Their motto is "A Friend of the Boy" and they raise funds for underprivileged boys; send them to camps, buy equipment for their workshops and athletic supplies for gyms. Mr. Lee has a wife and four daughters.

Future Purchasing Office

With space for the 1955 National Business Show 93% sold in New York's 69th and 71st Regiment Armories for Oct. 24-28, plans for the show's appearance in the New York Coliseum in 1956 are under way, Rudolph Lang, managing director, announced. A feature of the opening Coliseum show will be the Office of Tomorrow and architects are already at work designing and laying out what might be a typical and efficient purchasing department layout of the future. Mr. Lang said, "We have chosen a purchasing department to demonstrate the advances in the office equipment and supply field because that department represents problems that are common to all large businesses and to most small ones. Solutions of layout and procedure problems here will greatly benefit a majority of the people who look to the National Business Show for the last word on office problems of all kinds."

Grand Rapids Elects Fell

John K. Fell, recently appointed director of sales of R. C. Allen Business Machines, Inc., was elected president of the Grand Rapids chapter of National Office Management Assn. His election to the NOMA office coincided with the announcement by R. C. Allen's chairman of the board, of his appointment to the top sales administrative position at R. C. Allen Business Machines, Inc. Mr. Fell has been associated with R. C. Allen 19 years, and served as controller for the past 14 years.

Bargaining Session Film

The first film ever made of a union-management contract bargaining session was released by American Management Assn. The 50-minute 16-mm black-and-white sound picture, "You Are There at the Bargaining Table: Collective Bargaining In Action," is based on a closed-circuit telecast presented at AMA's midwinter personnel conference and shows part of the 1955 contract talks between Rogers Corp., Rogers, Conn., and the International Brotherhood of Papermakers (AFL).

SPAA Officers

The Systems & Procedures Assn. of America last month announced its national officers for the forthcoming year. Bruce L. Smyth, systems and planning authority with the Federal Reserve Bank of Chicago, is president. Allen Y. Davis, Pfizer & Co., Brooklyn, N. Y., is vice president. Secretary is Stephen T. Forbath, Dennison Mfg. Co., Framingham, Mass.; and John W. Hulen, Safeway Stores, San Francisco, is treasurer.

Coffee Money Employee Fund

The "ten-minute" coffee break at Percy Wilson Mortgage & Finance Corp., Chicago, used to take 20 minutes. Employees waited for elevators and the restaurant often was crowded. Then Richard E. Delaney, secretary-treasurer, instituted this idea. The company has coffee and sweet rolls brought in, paying entire cost. Employees pay 5c a cup and another nickel for a roll. All money goes

This duplicating ink says "NO"!

NO Offset

NO Smear

NO Slip-Sheeting

CANODE DRI-RITE

The easiest-to-use duplicating ink on the market!

Highlighting these quality extras:

- No oil creep in pad
- Will not harden the pad in any climate
- Will not clog pads, harden in cylinders or damage stencils
- For both open and closed drums
- PERFORMANCE GUARANTEED!

Write Today for Name of Your Nearest Dealer

INK SPECIALTIES CO., INC.

519 N. Halsted St. • Chicago 22, Ill.

into an emergency fund. Instead of passing the hat for a worker who is ill, or who has a death in the family, the fund is available. A special bank account was set up, administered by an employee committee. In a year it grew to nearly $400. The company set aside a small room for sociability, where no more than six gather at a time. Breaks are actually ten minutes and work runs more smoothly.

NACA Western Conference

The western regional cost conference of the National Assn. of Cost Accountants will include an exhibit of office equipment and supplies. It will be held at the Fairmont Hotel, San Francisco, Dec. 1-3. Thomas W. Parham is general chairman.

Cincinnati Business Show

The Cincinnati Office & Business Equipment Show will be held in the Hotel Sheraton-Gibson roof garden, Oct. 25-26. Lynn P. Carlson, 3425 Jane Ave., Cincinnati, is general chairman.

Layout Specialists

Abe Itkin, treasurer of Itkin Bros., New York, announced formation of Itkin, Affrime, Becker Design Associates, Inc., a professional organization specializing in office layouts and industrial design services with offices at 290 Madison Ave., New York.

Record Groups Elect

The Detroit Records Management Assn. elected the following officers for 1955-56: John F. X. Britt, Ford Motor Co., president; Vernon L. Beal, Michigan Historical Commission, 1st vice president; Warren A. Cook, Michigan Bell Telephone Co., 2nd vice president; Clara McLaughlin, McLouth Steel Corp., recording secretary; Grace Gardner, Harper Hospital, corresponding secretary; Philip M. Fisher, Kasle Steel Corp., treasurer.

The Records Management Assn. of Milwaukee elected the following: Elsie

NEW! Victor Calculator

Exclusive: Fully automatic multiplication . . . automatic constant lever . . . total transfer feature

The new Victor Mult-O-Matic is the only machine with completely automatic multiplication from one simple set of keys. You multiply figures as you would write them—only the multiplicand, multiplier and answer are printed on tape. No other confusing figures or symbols are printed.

Simplified automatic constant lever lets you multiply same figure repeatedly without re-entering each time.

New total transfer button lets you retain a total in the machine so that it can be multiplied by another figure.

Don't wait. Call for a free tryout! Look under "V" for Victor in the adding machine section in your classified phone book . . . or write.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILLINOIS
Victor-McCaskey Limited, Galt, Ontario

Manufacturers of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment and Electri-Cars.

FILE 'EM FASTER...
FIND 'EM FASTER!

MIM-E-O

VERTICAL
STENCIL, NEGATIVE
& MASTER

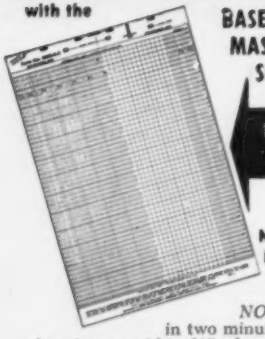
FILES

SIMPLIFY your filing of Stencils, Offset Negatives and Masters! Patented MIMEO Spring Clips hold 2 *at a time* . . . save space, identify contents at a glance. A size for every office, to hold from 50 to 1000 units. WRITE TODAY for illustrated Brochure.

MIM-E-O STENCIL FILES CO.
1219-21 W. Chestnut St., Chicago 22, Ill.

SLASH MASKING and SET UP TIME

with the



BASE LINE MASKING SHEET!

Try 5 Sample Sheets FREE!

For MULTILITHS
No. 1200, 1300, 50
DAVIDSON No. 221

NOW mask negatives in two minutes, pre-setting the plate image within ⅛" of correct position! It's easy with the precision-ruled BASE LINE MASKING SHEET! Slashes press set-up time, boosts output, cuts costs! Hundreds of users, coast to coast. WRITE for free samples, mentioning make and model press!

LITHO ENGINEERING & RESEARCH
3237 Eastlake Ave. Seattle 2, Wash.

Matthews, Ladish Co., president; Marie Koenings, Northwestern Mutual Life Insurance Co., vice president; Adelaide Coffelt, Harley-Davidson Motor Co., recording secretary; Catherine Halladay, Johnson Service Co., corresponding secretary; Ruth West, Allen Bradley Co., treasurer.

Courses in Illinois

Illinois businessmen who want to improve their management abilities can get a complete, intensive short course in up-to-date techniques in their own communities through a program of the University of Illinois Bureau of Business Management. Tailored to meet specific needs which the businessmen outline themselves, five 8-hour seminars, each dealing with a single phase of management, may be arranged for groups of 35 or more through the local Chamber of Commerce or other organization.

For Korean Children

A plea by American soldiers for supplies for five Korean schools and two orphanages brought quick action from David E. Price, general sales manager, Eagle Pencil Co., who shipped 5000 pencils the day he saw the notice in a newspaper. Notebooks, paper, pens, ink, rulers, etc., are needed and can be sent to Pfc. Joel Feinstein, Hqs & Hqs Co. (PIO), 32nd Infantry, APO 7, San Francisco.

FIRST manually operated folder with fully automatic feed!

Priced low enough for any office!

FOLDS 120 sheets per minute!

NEW, IMPROVED
FULLY GUARANTEED!

Fold-O-matic
DESK MODEL FOLDING MACHINE

Write for complete Catalog of Duplicating Equipment and Supplies
Manufactured by PRINT-O-MATIC CO., INC. 724 W. Washington Blvd. Chicago 6, Ill.

Easy on the Eyes

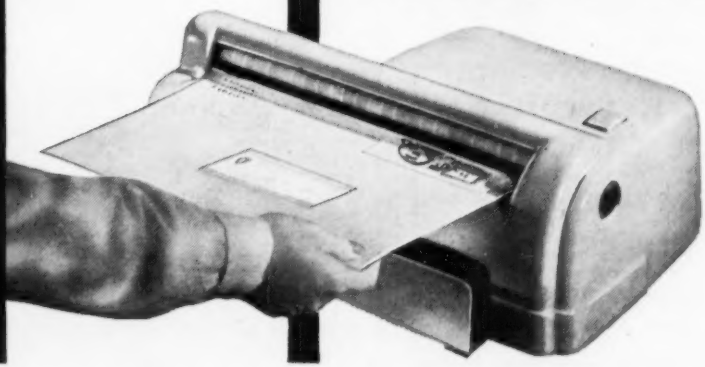
THE YOUNG LADIES appearing on our cover are finalists for the title Miss Eye-Ease of 1955, according to National Blank Book Co., makers of green Eye-Ease record keeping forms. Designed as a salute to the millions of attractive, "Easy on the Eyes" employees in American offices, the Miss Eye-Ease Selection of 1955 drew thousands of photographic entrants. Finalists were chosen for their attractiveness, neatness and businesslike appearance by a panel consisting of Kathleen Berger, dean, Chandler School for Women, Boston; William Nelson, associate personnel director, John Hancock Life Insurance Co., Boston; and Paul O. Shields, Reuben H. Donnelley

No more waiting for morning mail!

Electric model LE, illustrated, safely, easily trims a hairline edge off any kind or size of envelope . . . opens a whole morning's mail in a jiffy. Other models, hand or electric.
FREE: *Handy desk or wall chart of postal rates, with parcel post map and zone finder.*

Waiting for mail to be opened by "hand and dagger" wastes precious early morning minutes in many an office. A Pitney-Bowes MailOpener will open all the mail in a jiffy . . . pay a real profit in time saved and convenience. Ask your nearest PB office to demonstrate, or write for free illustrated booklet and postal rate chart. PITNEY-BOWES, INC. . . . 3453 Walnut St., Stamford, Conn. Originators of the postage meter. 94 offices in U. S. and Canada.

PITNEY-BOWES MAILOPENER



Co., New York. Each finalist receives $200 and cash prizes of $100 go to the ten stationers' salesmen whose names were on the finalists' entry forms. The final winner, Miss Eye-Ease of 1955, will be selected by vote of National's dealers. She will receive an additional $1,500 and her sponsoring stationer salesman an additional $500. Her name will be announced next month.

Following are the names of the finalists as they appear on the cover:

IMOGENE WILLIAMS
Billy Mitchell Village, Inc.
San Antonio, Texas

ANN WILSON
Mountain States Tel. & Tel.
Phoenix, Ariz.

PEGGY REED
Russell-Miller Milling Co.
Minneapolis, Minn.

ERMA PASQUE
Mountain View Dairies, Inc.
Long Beach, Calif.

BARBARA J. DUNBAR
Bendix Aviation Corp., Pacific Div.
New York, N. Y.

JACQUELINE C. SHIELDS
Stanley L. Gedney Jr.
East Orange, N. J.

PAT FOWLER
Delta C & S Airlines
Atlanta, Ga.

TERRY ARMSTRONG
Moser Realtor Co.
Dallas, Texas

NANCY MARIE SHEA
Robbins & Myers, Inc.
Springfield, Ohio

KAREN J. JORGENSEN
D. K. MacDonald & Co.
Seattle, Wash.

THE *Amazing* FALTEX
Letter Folder and Opener Combination
NEW AUTOMATIC FOLDING FEEDER
FOLDS • SCORES • PERFORATES

FOLDS SEVERAL SHEETS:
With or without staples
Same or varied size paper
Same or varied weight paper

Built to save office space
Automatic lay-off device
Saves hours of work

Variable Speed Motor!! Write Today!!

DEALER OPENINGS

LANSDALE PRODUCTS CORPORATION
BOX 568 LANSDALE, PA.

NEW (Never Used)
MACEY COLLATOR
8 Station 11"x17"
$7500
with Offset Delivery Unit
Conveyor Tape Delivery
Macey Stapler
American Graphic Arts Machy. Co., Inc.
132 Nassau Street, New York 38, N. Y.
BEekman 3-7335 • ULster 7-2941

Secretaries Love It!
THE LOW COST LIBERTY COPYHOLDER. Holds copy in full view . . . makes typing easier . . . speeds work! In handsome grey finish 7" by 9½", 5" base.

Own One For Every Desk
ONLY 1.30 EACH
BANKERS BOX CO.
720 S. Dearborn St. • Chicago 5, Ill.

National Conference & Exhibit Calendar

Assn. for Computing Machinery, University of Pennsylvania, Philadelphia, Sept. 14-16.

Life Office Management Assn., Edgewater Beach Hotel, Chicago, Sept. 26-28.

Personnel Div., American Management Assn., Statler Hotel, New York, Sept. 26-28.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Oct. 1-5.

Systems & Procedures Assn. of America, Sheraton-Cadillac Hotel, Detroit, Oct. 10-12.

National Assn. of Bank Auditors & Controllers, Denver, Oct. 10-13.

National Institute of Governmental Purchasing, Shoreham Hotel, Washington, D. C., Oct. 16-19.

Office Management Div., American Management Assn., Statler Hotel, New York, Oct. 17-19.

National Business Show, 69th & 71st Regiment Armories, New York, Oct. 24-28.

Insurance Accountants Assn., Shoreham Hotel, Washington D. C., Oct. 26-28.

National Business Forms Associates, Edgewater Gulf Hotel, Edgewater Park, Miss., Oct. 28-Nov. 3.

Controllers Institute of America, Statler Hotel, Los Angeles, Nov. 6-9.

Eastern Joint Computer Conference, Statler Hotel, Boston, Nov. 7-9.

Industrial Management Society Time and Motion Clinic, Sherman Hotel, Chicago, Nov. 9-11.

American Statistical Assn., Biltmore Hotel, New York, Dec. 27-30.

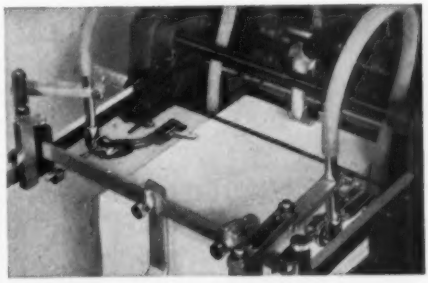
Multilith, Davidson and Webendorfer operators!

STOP Mis-feeds

with Wale FLOATING NOZZLES!

Having feeding trouble with your OFFSET duplicator?

Cut waste and operating costs — feed tissue, card, book paper without mis-feeds!



Shown installed on Davidson Duplicator

WRITE for complete information and "Pressman's Paper Feeding Guide" packed full of tips on paper feeding.

Wale Floating Nozzles*
300 Broadway, San Francisco 11, California

Please send information on Wale Floating Nozzles for ..... offset duplicator and FREE COPY of "Pressman's Paper Feeding Guide".

Name .....

Company .....

Address .....

City and State .....

***Manufactured by Roller Press, San Francisco**

NEWS of the Industry

Underwood Executives

Philip D. Wagoner

Philip D. Wagoner, chairman of the board of Underwood Corp., announced the election of L. C. Stowell as chairman of the board and Fred M. Farwell as president. Mr. Wagoner, who has been president and then chairman of the board since 1918 continues as a director, a member of the finance committee and chairman of the executive committee. After 17 years with Dictaphone Corp., where he became president in 1927, L. C. Stowell joined Underwood

L. C. Stowell

Fred M. Farwell

as executive vice president in 1936, becoming president in 1945. Mr. Farwell was executive vice president and a director of S. C. Johnson & Son, Racine, Wis. He began his business career with International Business Machines Corp. in 1928, moving up through the ranks to sales manager of the electric accounting machines division in 1935, branch manager in Washington, D. C. in 1946, and vice president of I.B.M. World Trade Corp. in 1950.

Gray Sales Manager

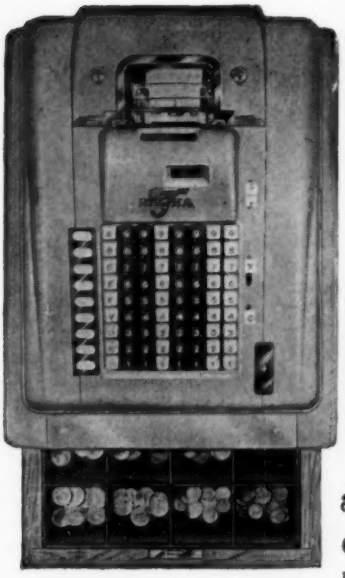
Donald Hamilton Jr.

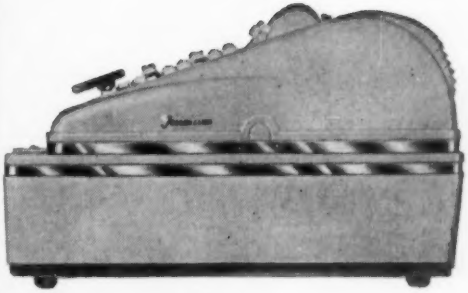
Gray Mfg. Co., producers of Audograph Soundwriter dictation equipment, PhonAudograph central dictation systems and specialized communications devices, has appointed Donald Hamilton Jr. general sales manager, it was announced by Walter E. Ditmars, president. "Mr. Hamilton brings to his new position with Gray a wealth of experience in all phases of the dictation equipment business. His most recent position, as general sales manager of the Edison Voicewriter Div., Thomas A. Edison, Inc., helped equip him with a broad background in all aspects of sales and service of dictation equipment," Mr. Ditmars said. During his 15 years with Edison, Mr. Hamilton served in various capacities.

At NSOEA Convention

A. Boyd Campbell

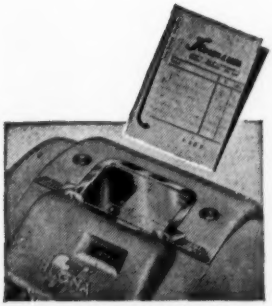
The president of the U. S. Chamber of Commerce, a stationer himself, will address the opening session of the National Stationery & Office Equipment Assn. convention, Oct. 3, A. Boyd Campbell, chairman of the Mississippi School Supply Co., parent company of the Office Supply Co. with branches lo-





a new concept of cash register design

If there is *one* cash register which fully meets the performance and budget needs of *all* small and medium size retailers—surely it is the magnificent new Regna DeLuxe! A cash register . . . an adding machine . . . a bookkeeping machine—it is ideally suited for the multiple functions of cash protection, cash-credit control and general figurework. Sturdy, precision-built, soft-spoken . . . virtually maintenance-free! And note the Regna's trim, rounded styling: so elegant, compact, unobtrusive. Yet for all this versatility and beauty, the Regna is low-priced, within easy reach of the smallest storekeeper! New manual or electric models with through-colored Carbamide cases in green, ivory and maroon.



Regna can print double cash receipts (one for store, one for customer).

Visible item indication shows clerk and customer individual items, total.

A complete stock of Regna parts is located in service centers throughout the U. S.

New square-shaped "sculptured" keys are far easier and faster to operate.

Electrically and hand operated models with or without indication.

REGNA

IN CANADA: Regna Cash Registers of Canada Ltd., 704 Notre Dame St. W., Montreal, Que., and Business Equipment Machines, 489-B King St. W., Toronto, Ont.
OUTSIDE CONTINENTAL U.S.: Jorgen S. Lien, Box 507, Bergen, Norway.

Regna Cash Registers, Inc.
175 Fifth Avenue, New York 10, N. Y.

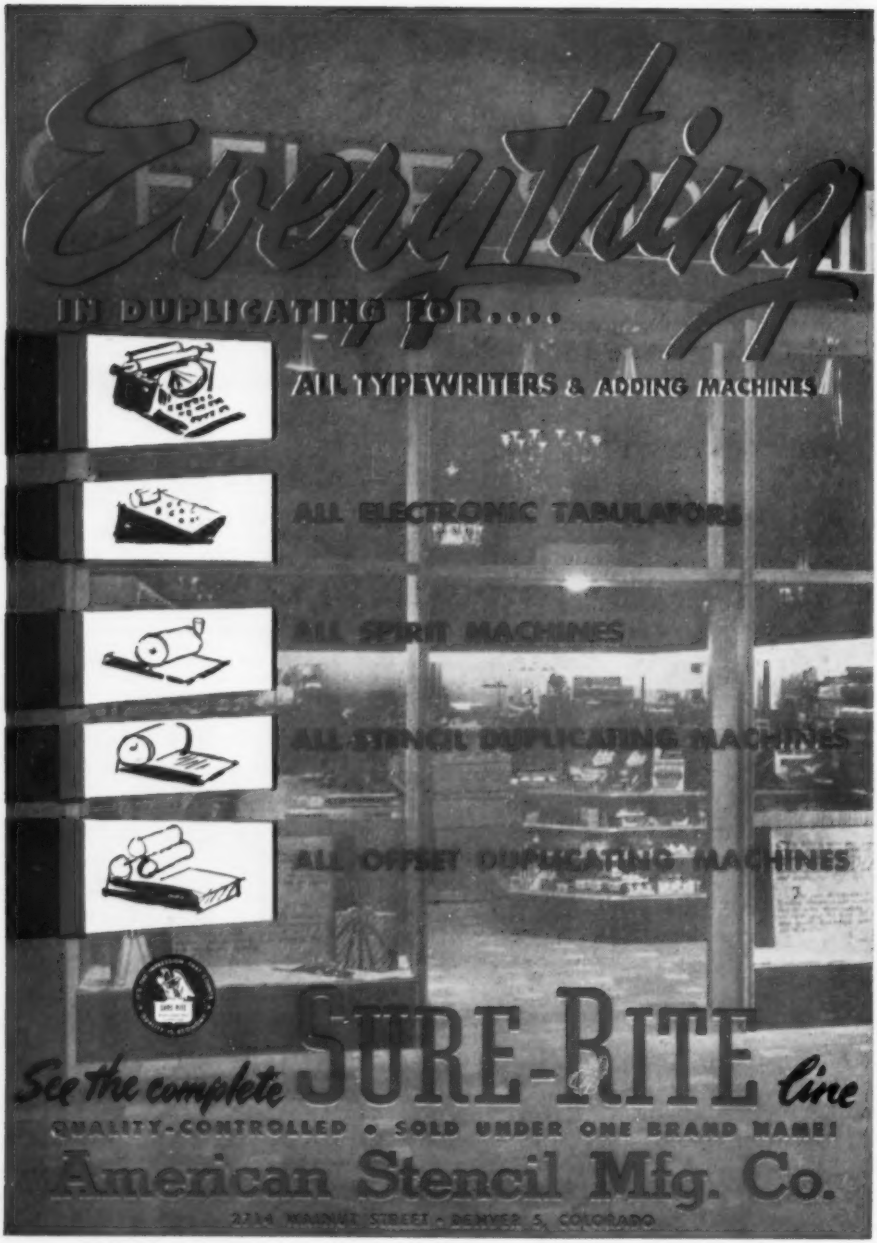
Gentlemen:

Please send details and prices on the Regna Deluxe Cash Register plus information about becoming a Regna dealer.

Name.....

Company.....

City.....Zone.....State.....


Everything
IN DUPLICATING FOR....
ALL TYPEWRITERS & ADDING MACHINES
ALL ELECTRONIC TABULATORS
ALL SPIRIT MACHINES
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ALL OFFSET DUPLICATING MACHINES
See the complete SURE-RITE line
QUALITY-CONTROLLED • SOLD UNDER ONE BRAND NAME!
American Stencil Mfg. Co.
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cated in five cities, was one of the first guest speakers to be signed up for NSOEA's annual meeting in Chicago.

WOFI Executive Secretary

Robert A. Spelman

Robert A. Spelman, for three years assistant executive secretary of Wood Office Furniture Institute, was appointed executive secretary, according to Sterling Lord, president. Mr. Spelman succeeds E. Howard Gatewood Jr. who resigned to become vice president in charge of sales of Taylor Chair Co. Mr. Spelman, who assumes his new duties Aug. 15, joined WOFI in 1952. A year later he introduced the Certified Office Planning Service. In the past 14 months, he conducted more than 125 sales meetings in 32 states.

Collator Manufacturer

Formation of Collamatic Corp. was announced by W. E. Thomas, president and chairman of the board. Collamatic will manufacture and distribute a new low cost, electric office collating machine.

W. E. Thomas

Burt M. Smith

Mr. Thomas has spent the past decade in the design and manufacture of collating equipment. In 1946 he successfully developed and introduced the first mechanical office collator. Burt M. Smith is vice president of Collamatic Corp. which has a display showroom and general sales office in Wayne, N. J.

McBee Sales Manager

A. T. Craft

A. T. Craft, assistant sales manager for the midwest division, has been appointed general sales manager of McBee Co. according to H. C. Davis, president. He replaced E. H. Gibson, who resigned to become general manager of the Montreal plant of Somerville, Ltd. Mr. Craft will headquarter in Athens, Ohio, at the general offices and main plants. McBee is a division of Royal McBee Corp.

A. B. Dick Co. of Detroit

Opening of a new Detroit outlet for selling and servicing duplicating equipment and supplies was announced by Mathews Dick Jr., vice president in charge of sales at A. B. Dick Co., who said that the new outlet is A. B. Dick Co. of Detroit, Inc. It will occupy a 15,000-sq. ft. building at 3100 E. Jefferson Ave. Clarence Fayling is general manager and Earl Rogers is sales manager. The Detroit outlet will cover Wayne, McComb, Oakland and Washtenaw Counties.

A New Burroughs Plant

Expansion of manufacturing facilities in Detroit by Burroughs Corp., necessitated by increased demands for its products, was announced by John S. Coleman, president, who said the company has acquired a manufacturing building from Detroit Harvester Co. The one-story structure, built in 1951 with an addition completed in 1953, is situated on 23 acres and contains 104,000 sq. ft. of floorspace. It is expected that nearly 1,000 persons will be employed in the new plant, most of which will be used to produce classified electronic equipment.

BFI Summer Meeting

At a well attended meeting of the Business Forms Institute in New York, members reported that costs of paper and labor were on the rise. For the first five months of 1955, the dollar volume of business forms sales was reported up about 15% over a like period last year. Members expressed interest in recent institute surveys, including press inventory, balance sheet and ratios for 1954, and industrial relations showing trends in wages and fringe benefits. A fall meeting will be held Sept. 22-23 at Seaview Country Club, Absecon, N. J.

Buys Steel Division

Alan Wood Steel Co. has purchased the Steel Equipment Div. of Penn Metal Corp. of Pa., which manufactured Penco steel lockers, cabinets and shelving. It will be operated as the Penco Metal Products Div. of Alan Wood Steel Co., according to Harleston R. Wood, president.

Gatewood Joins Taylor Chair

Taylor Chair Co., Bedford, Ohio, announces that E. Howard Gatewood has been elected vice president. In addition to his duties as an officer of the company, he will be in complete charge of sales. Mr. Gatewood has had 12 years experience in sales, sales training and sales management with International Business Machines Corp. Since 1947 with Wood Office Furniture Institute as executive director, he fathered the Certified Office Planning Service and directed the Institute's production of other dealer sales aids. Mrs. Moselle Taylor Meals, president, and John A. Hunter, treasurer, believe Mr. Gatewood's abilities will be felt in every facet of manufacturer-dealer relations.

New Haloid Plant

Haloid Co. has broken ground in Webster, N. Y., for the first unit in a long range construction program. Harold S. Kuhns, executive vice president and con-

To make your work look better... and Get your letters read!

Are you satisfied with just any kind of a letter? Or are you one of those particular people who take pride in the clean, good looking letters they send? Any letter is only as good as the machine it is written on, and with the OLYMPIA SM 3 De Luxe Portable you just cannot type anything but a perfect letter. Its selection of sharp, clean type faces and mechanical perfection guarantee perfect typing. Besides it is strong and durable . . . built to give you years of satisfactory service.

It makes clean, sharp carbons and has many exclusive features not found on other machines. And in looks it's a beauty.

INTER-CONTINENTAL TRADING CORP.
90 WEST STREET NEW YORK 6, N. Y.

troller, turned the first spadeful of earth which was preserved in a flowerpot in which an acorn was planted. The sprout will be later transplanted on the new Haloid tract. The initial Webster unit will be used for xerographic plate manufacturing. Completion is scheduled for December.

Paris Equipment Salon

The 6th International Office Equipment Salon will take place in Paris, Oct. 13-23. One of the largest and most complete office equipment and systems exhibits, the International Office Equipment Salon covers over 150,000 sq. ft. with over 250 manufacturers demonstrating equipment from 17 different countries. Information concerning the show can be had from Salon International de l'Equipment de Bureau, 6 Place de Valois, Paris 1, France.

Fisher Pen Co. Expands

Fisher Pen Co. has moved to larger quarters, Paul C. Fisher, president, announced. The new Fisher factory and warehouse occupies an entire floor at

More than 500 midwest dealers attended open house at the new Philip Hano Co. branch plant in Mt. Olive, Ill. Above: Norman L. Hanna, general sales manager; E. J. Shepard Jr., Edwardsville, Ill.; Arthur Semmelroth, Belleville, Ill.; Harold Wassell, Springfield, Ill.; E. J. Shepard Sr., Edwardsville; George Kolaz, Clarence Winkelblack and Albert Kunz, Springfield.

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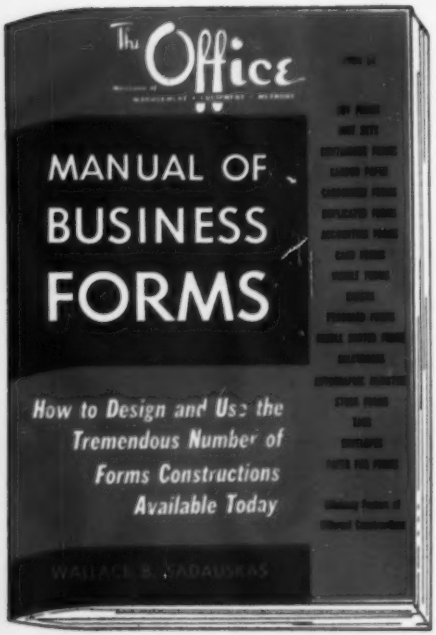
WESTERN GERMANY

This summer, learn more about

FORMS!

Learn all the basic principles of forms design and construction. Just published, illustrated with nearly 100 charts, examples and pictures, the Manual of Business Forms points out the many different varieties of forms available for use in business and industrial management.



For the first time, all the tremendous number of available forms constructions are described in a manner which allows the reader to select the best type for a particular business system. Time studies of forms processing operations are reduced to efficiency factor figures in easy-to-read charts which pinpoint the basic advantages and disadvantages of each type of construction. In addition, there are chapters on carbon paper, tags, envelopes and paper. Other chapters thoroughly cover duplicated forms, checks, pegboard forms, autographic registers, stock forms, manifold books, and many others.

The Manual includes many pages of informative advertising, providing a wide range of sources for the reader to use in selecting forms manufacturers and suppliers. $2 postpaid in U.S.A.

OFFICE PUBLICATIONS CO.

232 Madison Ave., New York 16

7333 West Harrison in Forest Park, Ill. "Continued expansion of our ballpoint pen business and increasingly heavy demand for the Fisher 1-For-All refill which fits almost all ballpoint pens, dictated the move," Mr. Fisher stated. "We have increased our production and warehouse capacity greatly and will be in a much better position to serve customers." Fisher Pen Co. also has a plant in Burbank, Calif.

C. E. Sheppard Adv. Manager

Arthur C. Granger has been appointed advertising manager of C. E. Sheppard Co. with headquarters at the Sheppard general offices in Long Island City, N. Y. C. E. Sheppard Co. are very long established manufacturers of loose leaf and accounting systems.

Columbia Elects Trowern

Columbia Ribbon & Carbon Mfg. Co. announced the election of Howard M. Trowern as vice president. Mr. Trowern joined Columbia in 1909 working in the various departments of the factory. Upon completion of his World War I service, he was appointed export manager. In 1929 when the factory moved to Glen

C. Edwin Williams (second from left), executive vice president, Bates Mfg. Co. explains how Margaret Jones assembles a Bates Telephone List Finder at an open house for employees' families.

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WITH THE NEW TELESCOPIC EYEGUIDE

Accommodates all widths of copy from a machine tape to 20 inches. Price, including the new Telescopic Eyeguide: **$17.75** TAX EXTRA

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Ask Your Visible Systems Supplier or write to PALSON MFG. CO. 280 Main St., Worcester 8, Mass.

Cove, in addition to being export manager he was appointed New York branch manager.

Ditto Advances Selogie

Ditto, Inc., announced the appointment of T. A. Selogie as assistant general sales manager—administration. This newly created post is part of a broad program of improvement of the operation of Ditto's nationwide sales organization. Mr. Selogie's duties will embrace those of W. J. Biddle, former sales administration manager who has become Atlanta district manager, as well as the broader area of the sales division's interest in operation and control both in the field and at headquarters in Chicago.

State Dept. Consultant

Walter H. Bieringer, vice president, Plymouth Rubber Co., Canton, Mass., was appointed consultant to the State Department on refugee affairs. Mr. Bieringer has been an expert in this field for many years.

Howard Olsen (left), postage meter packer at Pitney-Bowes, Inc., receives check for $1,078 from foreman Alan Mead for suggesting a new carton design. He had won $320 for another idea a month earlier.

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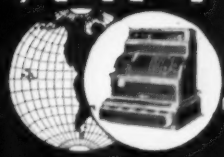
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This Check Writer is light weight (about 10 oz.) and durable. May be carried in pocket or brief case. Equal in efficiency to heavier model.
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During 1954 calculating machines valued at $743,388 (FOB plant) were exported to France from the USA. $94,762 of metal office furniture went to Saudi Arabia and 98,636 boxes of carbon paper left for the Philippines. France, Saudi Arabia and the Philippines are but three of the 75 countries and regions listed below where every autumn OFFICE EQUIPMENT EXPORTER is enthusiastically received and acted upon by all office equipment importers, dealers and specialists. These countries buy both high and low priced items.

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Alaska
Algiers
Arabia
Australia
Austria
Belgium
Belgian Congo
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British Guiana
British Honduras
Burma
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Cyprus
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Ethiopia
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France
French Guiana
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Germany
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Hawaii
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Iceland
India
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New Zealand
North Rhodesia
Norway
Pakistan
Philippines
Portuguese Africa
Puerto Rico
Siam
South Sea Islands
Southern Rhodesia
Sudan
Surinam
Sweden
Switzerland
Syria
Tanganyika
Tunisia
Turkey
Union of South Africa
Viet Nam
West Indies
Yugoslavia

OFFICE PUBLICATIONS CO.

232 Madison Avenue, New York 16

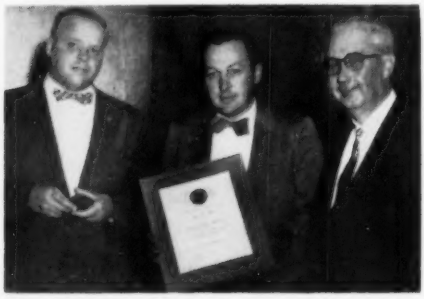
Underwood Plans Expansion

Underwood Corp. took the major step toward realization of a projected expansion program, including construction of an industrial park containing one of New England's largest and most modern manufacturing plants. This was announced by L. C. Stowell, president, upon acknowledging a one-year option on a 420-acre tract of land in the Hartford, Conn., South Meadows section. If purchased, the area will cost $250,000. It includes what is now Brainard Field, one of the nation's first municipal airports.

NOMDA Convention

David C. Silvers

The National Office Machine Dealers Assn. held its 30th annual convention in Denver, June 26-29. It proved one of the best attended meetings of the organization in its long and active history. Some 600 participated in the different NOMDA activities. An instructive program, designed to be helpful basically to dealers in selling more merchandise, was presented. Panel discussions were held on a wide range of subjects including advertising, addressing machines, cash registers, bookkeeping



B. W. Lawrenz, personnel director, Victor Adding Machine Co., and Carl Buehler, executive vice president, received the second annual Award of Merit from H. P. Dunsmore (right), Research Institute of America, for Victor's program of good employee relations.

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Ruled paper roll, on which entries are recorded, spaces automatically upon pulling the hand lever — Cash Drawer opens and warning bell rings.

Hundreds of Dealers have found the Indiana Autographic Cash Register profitable to display and demonstrate. Ideal for all types of business doing over-the-counter sales. Sales or payments on account recorded quickly and accurately. Sales figures can be kept by commodities or departments and are classified at time of entry. All records and figures available at end of day for checking. 6 popular models.

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THE UTMOST IN QUALITY
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Proven—Best by Test—Best for Less

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machines, electric typewriters, discount house competition, dictating, adding and calculating machines. A total of 49 exhibits set a new record for a NOMDA convention.

Newly elected officers of NOMDA include David C. Silvers, New York, president; D. L. Keeney, Jr., Dallas, vice president; Harold Steinke, Upper Darby, Pa., treasurer; Harry Van Zant, Dayton, Ohio, secretary. David C. Silvers, new NOMDA president, is founder and owner of American Business Machines Co., New York. A successful metropolitan dealer of more than 25 years activity in the industry, he becomes NOMDA's national president after many years of active and constructive service with NOMDA's New York chapter. NOMDA will go to Houston for its annual convention in 1956.

Eastern Appoints Millar

Harold H. Holden, president, Eastern Corp. Bangor, Me., and George W. Griffin, Eastern sales manager, announced

Harry C. Peterson (right), assistant sales manager, Marchant Calculators, Inc., with silver tea service presented to him by C. Gordon Peterson (no relation), Boston district manager, on Harry's 35th anniversary with Marchant. Mrs. Harry Peterson is at left.

the appointment of Geo. W. Millar & Co., 284-290 Lafayette St., New York, as franchised merchants for the complete line of Atlantic and Manifest fine business papers. Millar has been supplying paper requirements in the metropolitan area for 96 years. James F. Levans, president, has been associated with Millar for his entire business career and president since 1937. Henry Krudop, manager of the fine paper division, stated that the addition of a nationally advertised, nationally known line of No. 1 sulphite bonds will materially help to round out their lines and give impetus to Millar's expanding fine paper division.

MacLean Is Vice President

Charles E. Rynd, president, Audio & Video Products Corp., New York, announced the election of Edward F. MacLean to vice president in charge of sales for the firm's Magna-Crest Corp. division. Mr. MacLean was sales manager of this division for the past three years. Magna-Crest is exclusive distributor in New York, New Jersey and Philadelphia of Thermo-Fax Copying Machines, a product of Minnesota Mining & Mfg. Co.

Four executives of Facit, Inc., with the new Odhner statement machine and auto-multiplier at the NOMDA convention. L. to r.: Ernst Harboe, Chicago district manager; Carl Gronhagen, Houston district manager; Heinz Hellstrom, northwestern district manager; Karl Siewert, vice president and west coast manager.

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Clary Promotes Munoz

The promotion of Paul Munoz to assistant export manager was announced by J. W. Stallings, general sales manager, Clary Corp. Mr. Munoz joined the Clary export department a year ago.

Bates Representatives

Richard M. Payne has taken over the New England territory for Bates Mfg. Co., replacing Irving B. Gowen who retired after 35 years with the organization. Frank Gray is now associated with Harry B. Gorline, Bates representative in the Rocky Mountain States.

Tippa Distributes Direct

Tippa Products Corp., 7940 West 3rd St., Los Angeles, now distribute Gossen Tippa portable typewriters directly to dealers and local distributors, according to Samuel H. Tanchuck, vice president.

3M Promotes Higgins

Promotion of James F. Higgins to sales supervisor, duplicating products division, has been announced by Minnesota Mining & Mfg. Co. He will supervise the sale of Thermo-Fax Duplicating Products in the areas covered by 3M's Boston, Buffalo, New York, Philadelphia and Atlanta branches.

D. R. James Jr.

Darwin R. James Jr., 54, whose activities spread through various parts of the office equipment industry, passed away suddenly from a heart attack on June 17. Mr. James was head of John Underwood & Co., manufacturers of carbon papers and inked ribbons. He was also financially interested and active in H. M. Storms Co. and Shipman-Ward Mfg. Co. Mr. James is survived by his widow, the former Gladys E. Underwood, daughter of the founder of Underwood Typewriter Co., and five children.

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As We See It

Save Your Sight

ALTHOUGH there are blind personnel who can efficiently operate standard office equipment, good vision is regarded as a primary requisite of the office worker. The National Society for the Prevention of Blindness states that before the end of 1955, 27,000 American men, women and children will lose their sight. This is expected to be the largest number of new victims of blindness in our country's history.

More than 90% of all eye injuries are preventable, yet they continue at an alarming rate both at work and in the home. Our children suffer more than 100,000 eye injuries a year, due to the negligence of parents or guardians, while the grown-ups themselves meet with accidents in kitchens and home workshops. The office worker entering the do-it-yourself field would do well to get some eye-safety advice from the plant. Safety glasses are a cheap investment in future happiness.

Research scientists work constantly to find new methods to fight eye disease, although we spend little more than a cent per person yearly to help them. More than a million Americans over 40 are suffering from glaucoma, a blinding eye disease that is becoming more of a problem as our life span lengthens.

In a campaign to call upon all of us to join in a nationwide effort to halt the march of blindness in our country, September has been designated Sight-Saving Month. Reduce the waste of hundreds of millions of dollars in lost production and purchasing power, and the incalculable loss of human resources caused by destroyed vision. Protect yourself by knowing the facts of eye care and by using the weapons that science has already provided against blindness. More than half of all blindness and impaired vision can be attributed to simple neglect. One out of every two blind persons in the country today could have saved his sight if the sight-saving knowledge already available had been used. It is estimated that 750,000 living Americans will suffer blindness before they die.

If you have an eye problem, the society will gladly answer your questions without charge. Address your questions, or your request for a free copy of their eye care folder, to Prevention of Blindness, 1790 Broadway, New York 19.

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